



60 Woodfield Road, Toronto, Ontario M4L 2W6
Tel: 416-461-8143 www.applegrovecc.ca

**Board of Directors Meeting
September 19, 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 June 27 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. 2023 City Core Admin Budget Submission (*confidential briefing note sent separately*): for approval

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

- 6.3. 2022 Admin Budget
- 6.4. 2022 Compensation Salary Adjustments (*sent separately*)
- 6.5. TDSB Lease Update

Motion needed to return to the public meeting.

7:35

7. Standing Committees
 - 7.1. Strategy & Finance Committee Report
 - i) Risk Register
 - 7.2. Membership, Nominations & Outreach Committee Report (*September 14 notes attached*)
 - i) Diversity, Equity & Inclusion Audit implementation

8:00

8. Strategic Planning

8:10

9. Program Update (*attached*)
10. Neighbourhood Food Hub Update

8:25

11. Directors' Concerns

8:30

12. Adjournment

CALL TO ACTION #22 - Health

Truth and Reconciliation Commission (TRC)

We call upon those who can effect change within the Canadian health-care system to recognize the value of Aboriginal healing practices and use them in the treatment of Aboriginal patients in collaboration with Aboriginal leaders and Elders, where requested by Aboriginal patients.

What's happened?

In 2021 the Canadian Nurses Association released a Declaration Against Anti-Indigenous Racism in Nursing and Health Care. It states that they “recognize the value of Aboriginal Healing Practices and will work to incorporate them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders when requested by Aboriginal patients.” The Declaration was created by the Canadian Nurses Association, Canadian Federation of Nurses Unions, Canadian Nursing Students Association, Nurse Practitioner Association of Canada, with input from the Canadian Indigenous Nurses Association.

In March 2020, The Canadian Medical Association Journal released a peer-reviewed analysis of Indigenous-led health care partnerships. Referring to the TRC's Call to Action #22, the analysis concluded that “Emerging evidence suggests that Indigenous-led health service partnerships improve holistic (inclusive of mind, body, emotion and spirit) health outcomes for Indigenous Peoples, as well as access to care, prevention uptake and adherence to care plans.”

The analysis reported that “healing specialists, Knowledge Keepers and Elders who are skilled in understanding and working within Indigenous cultural worldviews and determinants of health are increasingly needed in medical partnerships, decision-making processes and patient care.”

In 2017, the Royal College of Physicians and Surgeons of Canada approved a recommendation from the Royal College Indigenous Health Committee that “Indigenous Health become a mandatory component of residency education, meaning curriculum, assessment and accreditation throughout medical training would address the health inequities and racism faced by Indigenous Peoples. It also revised its Indigenous Health Values and Principles Statement. The Royal College's Indigenous Health Committee led the development of the revised Indigenous Health Values and Principles Statement and an Indigenous Health Primer, both released in 2019.

The Canadian Indigenous Nurses Association (CINA) is working with the Canadian Nurses Association to develop tools and resources that will incorporate “Indigenous knowledge and healing practices” into home care services and wherever possible, be delivered by Indigenous health care providers. In August 2017, CINA presented a submission to the federal government outlining these and other recommendations for the federal government to consider, when drafting its 2018 budget.

In 2015, the Journal of Psychiatry and Neuroscience endorsed the health-related Calls to Action and recommended that mental health care providers implement them. This included:

- Learn about the history of residential schools “and bear witness to the facts of history and acknowledge that effects are still deeply felt today.”
- “Provide mental health services in culturally responsive ways” and “Engage in respectful collaborations with traditional healers and knowledge holders.”

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



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting June 27, 2022 – by Zoom video conference

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

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

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Jim highlighted TRC Call to Action #21 (Health) and invited board members to share their thoughts on how this might relate to Applegrove's work.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of May 31 Board of Directors Meeting

MOTION (Riolo/Munn)

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

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

6. Finance

6.1. 2021 Audited Financial Statements

Susanne provided an update. Applegrove got the audited statements and it is completed. Monica is closing books and making last adjustments. Once this is done, Monica will be able to run meaningful numbers and YTD. Monica finished the charitable report today and will be submitting it tomorrow. The deadline for this report is June 30.

7. Standing Committees

7.1. Strategy and Finance Committee Report

Simone provided an update and highlighted the committee notes. In the grant report, the notable grant of \$20000 is for pro bono legal services to help with partnership agreement and transitioning to new Ontario Corporation Act. Other highlights include that the Don Summerville advisory group will be meeting to discuss a summer event for tenants and that strategic planning will move to fall so the DEI work can be considered.

Susanne provided a presentation and slides on 5 top risks to Applegrove. This document highlights the risks to the agency, how to manage them, how likely they will happen, and how significant the impact is to Applegrove. Susanne highlighted the top 5 (of 11) risks and associated mitigation strategies.

MOTION (Riolo/Munn)

To accept the Strategy and Finance Report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

7.2. Membership, Outreach and Inclusion Committee Report

Shirin provided a meeting summary. Pastafest will be at the legion, tentatively on November 19. The board/staff event was suggested for mid September and Susanne will follow up on possible venues. Shirin shared that funders are asking for more demographic and identity data which prompted Applegrove to join a pilot project on collecting social identity data. The rest of the meeting was spent on the DEI report, how to proceed and facilitate with the staff.

MOTION (Abdo/Hodgson)

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

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

8. Diversity, Equity and Inclusion Audit

Shirin opened the floor for members to discuss the report, with feedback provided on three discussion questions:

Question 1: How did you feel after reading the report?

- Do we do all of this or do we pick some?
- Who makes these choices? Board?
- Outcome of this report is typical; not out of the ordinary
- After reading it, optimistic and able to work on things and improvements
- There is some positivity in the report
- Importance of framing it as we are in this together, working together...etc
- Share concern that how are we are going to do this work; time concerns

Question 2: What stood out for you?

- There was a lot; some good things but a lot to work on
- What areas do we have to work on to improve and focus on those areas
- What number should we reach for – metrics, KPIs, 80% or 100% satisfaction?
- Some things can happen more quickly, other items may take a much longer time
- The DEI work we do will lead to strategic planning

Question 3: What are the key takeaways and priorities for you?

- Timelines not realistic; looking like 3-year process
- Committee agreed not to rush but wanted staff to be engaged in the process
- Practicality of action plan
- Don't want this to be performative and want what we do to be meaningful
- Prioritize the buckets
- Structuring it to short, medium, long term goals; have to communicate and get things out there; transparency
- Having staff and board in the same space may be a short-term activity and quick win
- Measurable and benchmarks
- Positivity in the report as well
- Staff attending MOI committee for first half hour; group of committed people
- Staff/board working group seen as a piece

Shirin informed members that the committee discussed having a few sessions to share and process the findings – two sessions focused on the findings of the report (one in the summer and one in the fall). This will affirm participation and commitment as members of the Board will also be in attendance. Following would be to host a town hall to discuss next steps for Applegrove. Shirin shared that Lunaria was contacted to facilitate the sessions and the cost would be approximately \$2500. Members shared that there are a lot of steps and board need to understand what is involved but the most critical piece is to be doing something. It would be good to talk about the journey and timelines as it provides staff the whole picture.

MOTION (Rokach/Hodgson)

To authorize the Executive Director and MOI Committee to engage Lunaria on advancing the work at a cost of up to \$3000.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

9. Program Update

May provided key highlights and shared that summer camp is going well. There are some spaces but most weeks are filling up. Leadership sessions are also well attended. May shared that the new subsidy model is working and we have used up much of the summer subsidy. However, our limit has not been exceeded if we include Leadership's values. This summer will give us a good picture of the needs in our community.

10. Neighbourhood Food Hub Update

Susanne provided a full update earlier.

11. Directors' Concerns

None

12. Adjournment

The meeting was adjourned on a motion by Eadit Rokach, seconded by Hamdi Abdo.

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Board of Directors Minutes

June 27, 2022

5

Law – yes

Abdo – yes

McNab – yes

Hodgson - yes

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

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FINANCIAL VARIANCE REPORT

For the period ended August 31, 2022 (January 1 to August 31)

REVENUE

Admin - City of Toronto Budget

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

YTD budget gross revenue = **\$400,680**

YTD actual gross revenue = **\$400,687**

We have a slight difference of \$7 interest revenue.

Programs

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

YTD budget gross revenue = **\$576,361**

YTD actual gross revenue = **\$616,180**, a difference of **\$39,819**

The Afterschool programs have a total revenue of \$24,447, and our Summer Camp and Leadership programs have a revenue of \$3,728, accounting for 70% of the favorable revenue variance.

EXPENSES

Admin - City of Toronto Budget

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

YTD budget gross expense = **\$389,382**

YTD actual gross expense = **\$358,865**, a difference of **\$30,517**

The \$30,517 expenses variance is due in part to the TDSB permits for Summer Camp not being posted yet. Applegrove also accrued the salaries for the month of August (some salary payments earned in a given month are paid out in the following month due to our payroll schedule, so we accrue or adjust the salary amounts in our financial records to get the proper monthly amount.)

The remaining difference is due to calendarization and expenses that occur later in the year, for example the Sage licenses in November.

Programs

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

YTD budget gross expense = **\$622,216**

YTD actual gross expense = **\$502,571** a favourable difference of **\$119,645**

The \$119,645 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 for programs this month. An invoice from the Neighbourhood Food Hub is also outstanding.

APPLEGROVE COMMUNITY COMPLEX
Statement of Operations
Admin Budget
For the periods ending August 31, 2022

	BUDGET APPROVED	BUDGET AS TO-DATE	ACTUAL UP TO-DATE	VARIANCE AS TO-DATE	BALANCE OF THE YR
REVENUE					
City of Toronto	584,307	400,680	400,682	2	183,625
Interest on Admin. account	0	0	5	5	5
Admin Funding Total	<u>584,307</u>	<u>400,680</u>	<u>400,687</u>	<u>7</u>	<u>183,620</u>
EXPENDITURE					
ADMINISTRATION					
Salaries & Wages	324,866	216,491	221,266	-4,775	103,600
Benefits	94,790	63,168	54,934	8,234	39,856
	419,656	279,659	276,200	3,459	143,456
<i>Materials & Supplies:</i>					
Office Supplies	2,558	1,705	1,184	521	1,374
Postage	1,326	884	51	833	1,275
	<u>3,884</u>	<u>2,588</u>	<u>1,235</u>	<u>1,354</u>	<u>2,649</u>
<i>Furniture & Equipment:</i>					
Office Equipment	500	333	1,490	-1,157	-990
Computer Software	4,700	3,132	888	2,244	3,812
	<u>5,200</u>	<u>3,465</u>	<u>2,378</u>	<u>1,087</u>	<u>2,822</u>
<i>Purchase Services</i>					
License/Permit Fees	125,040	83,327	72,593	10,734	52,447
Other Expenses	5,094	3,395	1,891	1,504	3,203
Advertising	300	200	292	-92	8
Telephone & Internet	4,500	2,999	3,469	-471	1,031
Contracted Services	20,633	13,750	625	13,125	20,008
Audit Fees	0	0	183	-183	183
	<u>155,567</u>	<u>103,670</u>	<u>79,052</u>	<u>24,618</u>	<u>76,515</u>
Expenditures Total	<u>584,307</u>	<u>389,382</u>	<u>358,865</u>	<u>30,517</u>	<u>225,442</u>
Surplus/(Deficit)	<u>0</u>	<u>11,298</u>	<u>41,822</u>	<u>30,524</u>	<u>41,822</u>

APPLEGROVE COMMUNITY COMPLEX
Statement of Operations
PROGRAM BUDGET
For the period ending August 31, 2022

	Program Actual To-Date	Budget Approved
EXPENSES		
Salary	284,254	337,902
Benefits	54,750	71,915
Materials & Supplies	124,216	134,935
Furniture & Equipment	2,682	19,541
Purchased Services	36,669	57,923
Amortization of tangible capital assets	0	0
Total	<u>502,571</u>	<u>622,216</u>
INCOME		
Government Funding		
City of Toronto	163,044	192,611
Province of Ontario	64,496	35,133
Federal Government	59,438	89,687
Total Government	<u>286,978</u>	<u>317,431</u>
Non-Government Funding		
Charitable Organizations	3,686	4,128
Foundations/Corporations	51,117	8,867
Total Non-Government	<u>54,803</u>	<u>12,995</u>
Donations/Fundraising		
Charitable Donations-individual	15,395	17,500
Charitable Donations-Business	4,000	0
Non-charitable Donations-Indiv.	1,275	0
Non-charitable Donations-Bus,	0	0
Fundraising	130	15,695
Total Donations/fundraising	<u>20,800</u>	<u>33,195</u>
Others		
User Fees	210,002	251,960
Misc.	3,779	600
Amortization of tangible capital assets	0	0
Total Others	<u>213,780</u>	<u>252,560</u>
TOTAL INCOME	<u>576,361</u>	<u>616,180</u>
SURPLUS(DEFICIT)	<u>73,790</u>	<u>(6,036)</u>

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee - Notes

September 14 2022 at 7:00 p.m.

Present: Hamdi Abdo, Shirin Karim, Vai Teng Law (Chair), Andre Riolo

Regrets: Pierre Bois

Staff: Susanne Burkhardt, Josh Grainger, May Seto (recorder)

1. Welcome

2. July Meeting Notes – no changes needed

3. Activities & Events

a. Staff/board event

Susanne asked for feedback on the event and members shared the following:

- It was a lot of fun, good to have activity not related to work
- All summer staff were in attendance which is an amazing turnout
- Josh got good feedback and everyone seemed to enjoy themselves
- Dinner felt a bit rushed
- Location was a bit remote
- Staff enjoyed seeing manager's out and would like to see them more
- Great that staff introduced themselves, had some good conversations
- Suggestion to think about holiday event – staff will brainstorm

b. PastaFest

Susanne provided an update and shared that we can book the legion but have not heard back from Casa di Giorgio on donating the pasta. Without a food donation and with an upcoming staff medical absence, staff suggested the idea of a spring event and maybe outdoors. There is discussion of a holiday movie night if the pilot Halloween event goes well. Josh shared that the Leadership participants ran a movie night that well. If we can figure out a simple template for a movie night, it could be held as a regular fundraiser.

c. Seniors Wellness Fair

Will be held in person this year on Friday, November 18 from 10:30 – 2:30 at SH Armstrong. Funding from OACAO of \$2500 will help pay for food, rentals, etc.

d. Halloween Movie Night

Applegrove will partner with the Food Hub to run this event. They have a connection with food vendors which can be a good source of income for both vendors and organizers. The plan was to offer a kid's movie and then an adult one later, plus kids

activities in the basement. We can also try to get donations and sponsors. One committee member suggested promoting in Paula's newsletter and staff will look into it.

Next steps:

- Josh will price out sound equipment for rental or purchase
- Can follow up with the councillor for sound equipment
- Josh will do investigation on our equipment

e. Don Summerville tenant event – August 2022

Susanne shared that a tenant-led event was held in August. Applegrove ran children's activities and secured the venue. There were performers and info on the development. Hamdi noted that it was well attended with a lot of families. People enjoyed the raffles and door prizes. This was a good partnership between Applegrove and TCHC. Susanne and Hamdi shared that it was nice to see Context and TCHC senior leadership present.

4. Diversity, Equity and Inclusion

a. Update

Susanne shared that the first staff session was attended by 7 staff. Engagement was somewhat lower, possibly due to that fact that for afterschool it was the end of an all-day training, and a group vs individual Zoom link setting. There was also a problem with the zoom link. The second session is scheduled for September 28 on Zoom, and Susanne is waiting for session materials to send out to staff. Josh shared that the session wasn't long enough and the group only got through 1 issue (of 4 identified).

b. ED training proposal

More training for leadership was identified as a need through the DEI audit. Susanne will request board approval for funds to take a course on psychological safety through Charity Village. Susanne will take it and May can audit it if she is able to.

c. DEI Audit Implementation

i. Process update

- Current actions are 3 sessions for which Lunaria has been contracted
 - a. 1 overview session for staff and board
 - b. 2 staff brainstorming sessions (Lunaria will provide results)

ii. Next steps

Vai asked the committee for suggestions on next steps:

- Could include a town hall to lay out an action plan (short and long-term goals) and what DEI means for Applegrove.
- How to get input from all staff on next steps?
- Is Lunaria facilitating the Town Hall or are we facilitating it?
- What is the right time and way to take this DEI work on ourselves?
- Moving towards a town hall that still needs defining

- DEI must be reflected in our strategic planning process
- Strategic planning is also a way to advance the DEI work
- Could Lunaria provide a different role i.e. consult on process, provide train-the-trainer support?

d. Strategic planning process

The consultant we planned to work with is no longer available. MAS has other consultant but we need to ensure a DEI lens on the process so need someone with that expertise. Given current staff workloads it is also important that a consultant take on as much of the required research and activities as possible. There is an option of issuing a joint RFP with Ralph Thornton as was done for the DEI audit.

5. Program Updates

a. After School

May provided an update and shared that Applegrove held a full day of training for the afterschool staff. Topics included: agency information, key policies, mental health presentation, ELI mandatory training, development, behaviour management, staff expectations, etc. We are committed to doing more training throughout the year and at least quarterly all-staff meetings.

b. EarlyON

We are experiencing challenges hiring for the part-time EarlyON staff position and have done two rounds without success. We re-posted the position with a September 22 deadline. Currently other staff are filling which is an opportunity for development. Applegrove Connection has moved into the food hub space and is re-opening for the first time since the pandemic.

6. Other Business

Josh asked the committee to consider choosing a possible date for the AGM as he has family travel plans that he would like to start making. March 29 was set as a tentative date

Next meetings:

October 19

November 16

PROGRAM UPDATE

September 14, 2022

EarlyON

- The EarlyON programs are operating fully in-person. There will be some recordings of stories and activities done by staff so it can be posted on our Instagram page.
- The Applegrove Connection will be opening its doors after being closed for 2.5 years due to the pandemic. The program was moved from the Toronto Formosan Presbyterian Church to the Glen Rhodes United Church. Program is offered on Thursdays and Fridays from 9:30 am to 1 pm
- Two Early Childhood Studies Program placement students from Toronto Metropolitan University (TMU) started the week of September 12 and will be supporting both programs until November 30.
- We are still looking for a part-time staff person for the PC Drop-in for a 22-hour position. The first round of interviewees were not successful. The deadline for applicants for the second round closes on September 22.

Seniors

- The Seniors Program is mostly in-person with the exception of Seniors Spanish.
- Staff piloted pickle ball during the summer and it was well-attended with a consistent number of seniors showing up to play. Pickle ball will be offered once a week on Tuesdays from 6 – 7:30 pm in the Woodfield gym starting September 20.
- The Food Champions Project has been in full swing since the beginning of August.
 - One of the project partners, Club Sandwich, is leading a group of seniors and youth to make sandwiches and take-home meals on Tuesdays at the Food Hub.
 - Bi-weekly Good Food Markets and socials are being offered for seniors at two local seniors' residences. The purpose of these activities is to offer affordable food options, hand out prepared meals and sandwiches and run a small social for the residents to meet their neighbours and engage socially.
- The seniors will also be taking their first bus trip since the pandemic. The plan is to organize a bus trip to St. Jacob's in October. Many of the seniors are excited to attend.
- Our Seniors Active Living Fair will be held as an in-person event this year on Friday, November 18 from 10:30 am to 2:30 pm. We will be using the SH Armstrong facility for this event.
- Two Nursing Program placement students from TMU will be working with Nanor on the Food Champion and Social Prescribing projects.

Afterschool

- Afterschool is going well and program will run all activities without restrictions.
- For the very first time, our afterschool at Duke is not full. We have 70 spaces available and we are currently at 62 registrants.

- The Satellite location has had a lot of turnover with many of last year's participants aging out. We currently have 8 registrants and look to do more outreach so we can reach a break-even budget. Our break-even budget is 10 students.
- Many of the staff have returned from last year but we also have 5 new staff, some from summer camp but some completely new hires
- This year, we hired 5 Afterschool Program Lead positions to take on more responsibility which will help lighten the load for the Child and Youth Coordinator who can take on other responsibilities. These staff will be working all 5 days and will be the consistent staff in each of the groups. They will take the lead on behaviour management and speaking to parents.

Summer Camp

- Summer camp went well operated with all activities without any restrictions
- Pre-pandemic activities took place this summer: swimming, cooking, trips, etc
- Staff and participants both enjoyed transitioning back to a normal summer
- Most weeks were almost full with the exception of the two short weeks
- The leadership program went very well. The first session was 60% full and the second session was full with a waitlist. The second session participants planned a movie night for the community on August 19 and it was successful and raised over \$450

Helping our Babies Grow

- Nothing new to report. Louise looking to move programming back to in-person or hybrid.
- Participants have been

Youth Program

- The youth program will be starting the week of October 6.
- We will be receiving funds from the Toronto Urban Health Fund and will work in partnership again with Ralph Thornton Centre to offer leadership type activities one evening a week.



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**Board of Management Meeting
September 19, 2022**

AGENDA

8:25

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of June 27 Board of Management Meeting (*attached*): to be accepted

8:30

- D. Board Learning Snapshot (*sent separately*)

8:40

- E. Personnel & Policy Committee (*September 12 notes attached*)
 - E.1. Risk Register (*sent separately*)
 - E.2. ED Training Proposal (*sent separately*)

8:55

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

9:00

- G. Adjournment

Next Meetings and Events

October 24 Board Meeting 7 p.m. (in-person – location TBD)
November 28 Board Meeting 7 p.m. (virtual)



APPLEGROVE COMMUNITY COMPLEX

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“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting June 27, 2022

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

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

A. Call to Order/Adoption of Agenda

Jim 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 June 27 Board of Management Meeting

MOTION (Munn/Karim)

To accept the minutes of June 27 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

D. Board Learning Snapshot

Susanne presented slides on the admin budget, including submission process, review by the Financial Planning, integration in SFA budget and Council approval. Applegrove submits the budget in September and Council approval is in February. She explained the payment and variance reporting schedule, submission of audited statements and that surpluses/deficits are dealt with through a settlement process across the AOCCs.

E. Personnel Committee Report

Jim provided an overview and shared details of the hiring for the Coordinator positions. Discussion on succession planning has also been initiated. Management and overtime is a standing agenda item due to past situation. Management is doing better with overtime this year but Finance Manager time is inadequate for the work required. There is a new performance evaluation for non-union staff with fewer objectives and more frequent

check-ins. Board orientation is almost done and Susanne has implemented board recommendations ie. slides that highlight a topic at monthly board meetings.

E.1. City of Toronto Disconnect from Work Policy

Susanne highlighted the policy and shared key items. Susanne will ask Board to acknowledge the policy applies to us and will speak to staff about it.

E.2. Neighbourhood Food Hub Space Use Policy

This policy has been shared with the Personnel and Policy committee on multiple occasions.

MOTION (Karim/Riolo)

To accept the Personnel and Policy Report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

MOTION (Riolo/Abdo)

To acknowledge the City of Toronto Disconnect from Work Policy and its implementation at Applegrove.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

MOTION (Munn/Karim)

To approve the Neighbourhood Food Hub Space Use Policy

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

F. Executive Director's Report

Susanne shared that as of January 2021 OMERS will be available to all staff. This is great news that they can access a pension. Impacts on Applegrove include greater administrative load and higher staffing costs. When program budgeting happens, we will assess the financial impact. Susanne shared that the AOCC ED's are frustrated that SDFa is not responsive to them. They met with the new SDFa liaison and everyone acknowledged the need for a reset. Finally, Susanne shared that the Don Summerville Tenant Advisory group is planning a summer tenant event at Ashbridge Estate.

G. Correspondence & Information Received

Nothing to highlight in the correspondence list provided.

H. Adjournment

Members decided to alternate board meetings in-person and virtual. The September meeting will be virtual and the October meeting will be in-person.

The meeting was adjourned on a motion by Hamdi Abdo, seconded by Shirin Karim.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

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

“TOGETHER, BUILDING OUR COMMUNITY”

Personnel and Policy Committee

Meeting Notes

September 12, 2022 - 5:00 pm

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

Staff: Susanne (recorder)

1. Notes from June 20 Meeting

The committee reviewed the notes. No changes are needed.

2. Staffing

a. Hiring Reports – Summer Camp and After School Program

Susanne presented an overview. It was noted that the Child and Youth Coordinator was consulted, but that the hiring decisions were made by the Program Director.

b. Hiring Update

Susanne reported that filling the Parent Child Program Worker position is presenting a challenge due to applicants not showing up for interviews and few appropriate candidates. The position has been re-posted and it is hoped to have it filled soon. In the meantime relief staff are supporting the program as possible.

c. Staffing Update

Susanne reported that office/admin was a challenge over the summer as there were unexpected staff absences due to illness.

d. Neighbourhood Food Hub Update

Susanne provided an update on a situation at the Neighbourhood Food Hub, for which follow-up is underway.

e. Succession Planning - deferred

2. Management

a. Update

Susanne provided a management update. A member of the management team will be taking an extended leave this fall.

b. Overtime

Susanne reported that management continues to be challenged due to high workloads, and efforts are being made to use existing vacation and lieu time. This will be challenging with the upcoming extended absence of one team member and Susanne will seek City guidance on process for Board approval of roll over of excess vacation time into 2023 due to this specific issue and on a one-time basis.

c. 2022 Compensation Salary Adjustments

Susanne provided an overview of the July memo provided to AOCCs from the City's director of People Equity & Transformation. As approved at the May Board meeting, Applegrove will pay out the adjustment in accordance with City direction.

d. ED Training Proposal

Susanne presented a proposal for her to participate in a certificate training program on mental health and psychological safety. The committee is in agreement and the proposal will go to the Board for approval.

3. Performance Evaluation

Susanne reported that because AOCCs can't access the City's new online performance management system, the City will put together a package of materials for AOCCs to use. The system was launched at the City but details on progression/merit pay are not yet available.

4. OMERS

Susanne reported that as of January 1, 2023 all part time and seasonal staff will become eligible for OMERS. This is great news, however will create additional administrative burden for the finance team in particular and will also increase program staffing costs as of 2023.

5. Policy

a. Procedural Bylaw Amendment

Susanne reported that the Ontario government recently extended the period in which not-for-profit corporations could meet by phone/virtually until September 2023. As a result no amendment is currently needed to Applegrove's procedural by-laws. When our bylaws are redrafted to comply with the Ontario Not-for-Profit Corporations Act (ONCA) the option of phone/virtual meetings should be included.

b. Disconnect from Work Policy Guidelines

Susanne shared draft guidelines on implementation of the City's Disconnect from Work Policy policy at Applegrove. She will review these to ensure that they cover all possible scenarios. They will also be reviewed by staff before being finalized.

6. Other Business

Susanne provided an update After School staff training day and on the TDSB lease.

Next Meeting – October 17

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

From (Date Received)	Regarding	Action(s)
City (July 8, 2022)	The City adopted Official Plan Amendment 583 on June 16, 2022, by By-law 580-2022 with respect to the Official Plan's policies related to environment and climate change. Detailed information regarding the Official Plan Amendment may be obtained by contacting Jane Welsh, Project Manager at 416-392-9709, or Jane.Welsh@toronto.ca or visiting www.toronto.ca/ourplan .	R&F
City (July 14, 2022)	Virtual Community Consultation Meeting re. 415 Broadview Ave. St. John's Presbyterian Church - July 26 7-9pm to permit a 10 storey addition with 60 residential units. Register at http://www.toronto.ca/cpconsultations	R&F
City Clerk's Office (July 26, 2022)	Notice of application(s) under the Planning Act to amend the Zoning Bylaw to permit a 4-storey apartment building at 1761-1763 Dndas Street East.	R&F
City Clerk's Office (July 29, 2022)	Members Motion Item 45.30 – Supporting Local Media Outlets and Connecting with Residents: All City divisions, agencies, boards and corporations are requested to support local media outlets as part of any of their advertising campaigns for the remainder of 2022 and in future years.	To be considered in future as applicable
City Clerk's Office (July 29, 2022)	Notice of decision in the matter of 537 Broadview Ave. Decision of City Council is to approve the alterations to the designated heritage property for construction of a new 4-storey addition with alterations to the building. Notice of objection may be served to the City Clerk within 30 days of July 27.	R&F
City Clerk's Office (Aug 4, 2022)	Notice of adoption of an Official Plan Amendment pursuant to the Planning Act with respect to implementation of 115 Major Transit Station Areas and Protected Major Transit Station Areas across the City of Toronto.	R&F
City Clerk's Office (Aug 4, 2022)	Notice of adoption of Official Plan Amendments pursuant to the Planning Act with respect to policies related to Employment Areas, Economic Health and Land Use Designation.	R&F
City Clerk's Office (Aug 4, 2022)	Notice of adoption of Official Plan Amendment and passing of Zoning Bylaw under the Planning Act with respect to 833-844 Broadview Ave. To appeal to the Ontario Land Tribunal file a notice of appeal with the City Clerk by August 22.	R&F
City Clerk's Office (Aug 4, 2022)	Notice of Passing of Zoning Bylaws 839-2022 and 20482022 under the Planning Act to apply to numerous addresses. Appeals to the Ontario Land Tribunal may be made by filing a notice of appeal with the City Clerk by August 18.	R&F
City Clerk's Office (Aug 4,	Notice of Adoption of Zoning Bylaw 1010-2022 on July 22 with	R&F

From (Date Received)	Regarding	Action(s)
2022)	respect to 29, 35, 41 and 75 Basin Street. Appeals to the Ontario Land Tribunal may be made by filing a notice of appeal with the City Clerk by August 22.	
City Clerk's Office (Aug 4, 2022)	Notice of Adoption of Zoning Bylaw 1939-2022 on July 22 re. 46-48 Laing street. Appeals to the Ontario Land Tribunal may be made by filing a notice of appeal with the City Clerk by August 22.	R&F
City Clerk's Office (Aug 4, 2022)	Notice of Adoption of Zoning Bylaw 849-2022 on July 22 re. 380 Donlands Ave. Appeals to the Ontario Land Tribunal may be made by filing a notice of appeal with the City Clerk by August 22	R&F
City Clerk's Office (Aug 4, 2022)	Notice of adoption of Official Plan Amendment 612 and passing of Zoning Bylaw 820-2022 that apply to all lands in the City of Toronto. Appeals to the Ontario Land Tribunal may be made by filing a notice of appeal with the City Clerk by August 22.	R&F
City Clerk's Office (Aug 11, 2022)	Proceeding commenced under Section 34(19) of the Planning Act re. Zoning Bylaw proposed amendments to update parking standards for automobiles and bicycles. Ontario Land Tribunal will hold a virtual case management conference Sept 21 at 10am.	R&F
Ontario Land Tribunal (Aug 15, 2022)	Proceeding commenced under the Planning Act. The Ontario Land Tribunal will conduct a case management conference by video conference at 10am on Sept. 13 re. proposed Official Plan amendment No. 558.	R&F
City Clerk's Office (Aug 15, 2022)	Notice of properties included in the heritage register (Broadview and Danforth Avenues). Notice of objection may be served on the City Clerk: hertpb@toronto.ca	R&F
City Clerk's Office (Sept 4, 2022)	The City adopted Amendment 588 on August 15, 2022, by By-law 1143-2022, with respect to alternative parkland dedication rate. Notice of appeal may be filed with the City Clerk, Attn: Julie Amoroso, Executive Committee, 100 Queen Street West, 2nd Floor, Toronto, Ontario, M5H 2N2, no later than Sept 15, 2022.	R&F
City Clerk's Office (Sept 4, 2022)	On August 15, 2022 City Council enacted By-law No. 1137-2022 pursuant to Section 2 of the Development Charges Act, 1997, S.O. 1997, c.27. By-law No. 1137-2022 came into force on August 15, 2022. Anyone may appeal to the Ontario Land Tribunal by filing with the City Clerk, Attn: Julie Amoroso, Executive Committee, 100 Queen Street West, 2nd Floor, West Tower, Toronto, Ontario, M5H 2N2 by Sept. 26, 2022.	R&F

*R&F = Receive and File