



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**

## **Board of Directors Meeting AGENDA – November 20, 2017**

**If you cannot attend, please call the office with your regrets.**

Applegrove's mission is to be a neighbourhood partnership fostering community through social and informative programs for individuals and families.

### **6:45 Optional Light Supper**

#### **7:00**

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

#### **7:05**

7. Minutes of the October 23 Board Meeting (*attached*): to be accepted

#### **7:10**

8. Finance
  - 8.1. Year-to-date Statistics (*attached*): for information
  - 8.2. Year-to-date Financial Report (*to follow*): for information
  - 8.3. EarlyON (previously OEYCFC) Contract (*to follow*): to be endorsed

#### **7:20**

- 8.4. Program Budgets Draft 1 (*attached*): for review and discussion
- 8.5. Camp and Leadership Budgets (*at the meeting*): for discussion and decision

#### **8:00**

9. Membership, Nominations and Outreach Committee report (*MNO notes of Nov. 14 to follow*): for information and action

#### **8:15**

10. Directors' Concerns
11. Adjournment



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## **Board of Management Meeting AGENDA -- Monday, November 20, 2017**

**8:20**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the October 23 Board of Management Meeting (*attached*): to be accepted

**8:25**

- D. Update on Governance Review (*Executive Committee Report to be circulated when available*): for discussion

**8:35**

- E. Draft Space Policy (*attached*): for amendment and endorsement.

**8:50**

- F. Executive Director's Report (*attached*): to be accepted
  - F.1. Nominations for current vacancy: for discussion
  - F.2. Time Served (*attached*): for discussion

**8:55**

- G. Correspondence List (*to be distributed at the meeting*): for information and decisions

**8:59**

- H. Adjournment

### **Next Meetings and Events**

Pasta Fest: Saturday, November 25

Board Meeting: January 29, 2018



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## **Minutes of the Board of Directors Meeting October 23, 2017**

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

Present: Pierre Bois, Jessica Dolmer, Natasha Graham, Vai Teng Law, Ann McKechnie  
(Chair), Jean Lim-O'Brien, Andre Riolo, Jim Valentine.  
Regrets: Councillor McMahon.  
Staff: Susan Fletcher (Recorder).

### **1. Call to Order/Adoption of Agenda/Introductions**

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

### **2. Welcome**

### **3. Declaration of Conflicts of Interest**

None were declared.

### **4. Timekeeper – Pierre Bois**

### **5. Volunteer Hours – hours were recorded.**

### **6. Donation Envelope**

The donation envelope circulated.

### **7. Minutes of the September 25 Board of Directors Meeting**

Susan noted that Mercedes should have been noted as Regrets.

***MOTION*** (Dolmer/Lim-O'Brien)

*To accept the minutes of September 25, 2017 as amended.*

***Carried***

### **8. Finance**

#### **8.1. 2017 YTD Annual Statistics**

Susan provided an overview. In response to a question, she noted that staff illness had prevented data entry for 2 programs.

#### **8.2. YTD Financial Report**

Susan provided an overview and clarified that the agency is still waiting for \$30,000 in federal and municipal funding for summer programs. She also noted that the relevant budget figures in the report reflected the revisions made at the September Board meeting.

Board of Directors Minutes

October 23, 2017

2

**MOTION** (Riolo/Dolmer)  
To accept the YTD Financial Report.  
**Carried**

8.3. Child and Family Centers Budget Submission

The funder, Toronto Children's Services, now requires the budget to be endorsed by the Board. The funder also requires the relevant programs to be consolidated into one budget submission; however, we expect that each will have an individual budget and service targets.

**MOTION** (Lim-O'Brien/Graham)  
To endorse the 2018 Child and Family Centers budget submission.  
**Carried**

9. Membership, Nominations and Outreach Committee (MNO)

The Board discussed the membership categories and benefits, as well as plans for pumpkin parade, Pasta Fest and the Family Dance.

**MOTION** (Bois/Lim-O'Brien)  
To endorse the 2018 Family Dance Budget.  
**Carried**

**MOTION** (Riolo/Law)  
To accept the MNO Report.  
**Carried**

10. Directors' Concerns

No concerns were reported.

11. Adjournment

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

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Chair

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Secretary

Cumulative different people	January	February	March	April	May	June	July	August	September	October	
<b>Applegrove Parent/Child Drop-in</b>											
Children	583	618	612	697	470	525	583	447	590	428	533
Parents	530	163	189	185	156	143	134	161	209	190	262
Caregivers		252	245	321	211	238	235	137	170	134	165
Subtotal		1,033	1,046	1,203	837	906	952	745	969	752	960
<b>The Applegrove Connection (previously Edgewood)</b>											
Children	74	121	118	164	159	211	152			137	143
Parents	63	26	16	17	23	22	17			26	20
Caregivers		54	57	78	73	92	60			64	72
Subtotal		201	191	259	255	325	229	0	0	227	235
<b>Helping Our Babies Grow</b>											
Infants and Children	34	47	23	46	51	51	29	37	34	31	47
Moms	74	46	29	55	49	56	44	49	39	34	43
Subtotal		93	52	101	100	107	73	86	73	65	90
<b>Therapeutic Play</b>											
Children	6	4	12	12	3	14	11	0	0	0	0
Adults	9	4	11	10	3	14	11	0	0	0	0
Subtotal		8	23	22	6	28	22	0	0	0	0
<b>Children and Youth</b>											
Camp	37	81		159				1,086	1,010		
After 4, PA,	70	953	923	971	1,032	1,178	1,089			1,090	1,225
After 4 Satellite	10	135	162	182	176	189	0			367	379
Leadership	14	0	70	73	80	0	0	162	110	0	55
Teen	34	56	62	67	76	62	0			0	48
Subtotal		1,775	1,287	1,525	1,444	1,429	1,089	1,248	1,120	1,457	1,762
<b>Adult Programs</b>											
Seniors	194	121	175	273	183	269	197	120	81	143	0
Committee/Board hours		35	58	0	60	30	39	0	0	43	39
User Groups		0									0
Other*		5	213	50	0	5	0	0	0	5	0
Subtotal		161	446	323	243	304	236	120	81	191	39
<b>Outreach</b>											
# of events	n/a	0	0	0	0	2	3	1	0	1	0
Contacts	n/a	0	0	0	0	200	230	75	0	200	0
Phone and e-mail		281	343	344	210	411	346	315	268	318	318
Total exc outreach	1,722	3,552	3,388	3,777	3,095	3,510	2,947	2,514	2,511	3,010	3,404
<b>Cumulative</b>		3,552	6,940	10,717	13,812	17,322	20,269	22,783	25,294	28,304	31,708

\*Other includes Book Club, special events, Annual Meeting, Income Tax Clinic,

Board Hours shown in month recorded, not worked

2016 Comparison

Monthly		3,714	3,413	3,713	3,821	3,255	3,161	2,706	2,431	3,114	3,318
Cumulative	2067	3,714	7,127	10,840	14,661	17,916	21,077	23,783	26,214	29,328	32,646



Applegrove Community Complex

2018  
Program Budget  
(Draft 1)

Expenditures

	2018	Revised 2017	Change	Comments
Parent/Child	125,631	122,636	2,995	1 <b>Note 1 - Parent/Child</b>
Parent/Child Special Needs	14,809	15,911	-1,102	2 Increase due to staff seniority - step increases, benefit eligibility, benefit changes
Applegrove Connection	32,645	32,591	54	<b>Note 2 - Parent/Child Special Needs</b>
HOBG (funded & AG share)	30,038	30,655	-617	Decreased hours in 2018 - no carry-forward of unspent funds (as in 2017)
Over the Rainbow	35,365	26,816	8,549	3 <b>Note 3 - OTR</b>
Afterschool	184,522	175,624	8,898	4 Enhanced staffing for 2018 (52 weeks, not 40 weeks); also step increase
Afterschool Satellite	50,651	54,518	-3,867	5 <b>Note 4 - Afterschool</b>
PD Days	4,628	3,863	765	6 Seniority (step) increases & benefit increases
Junior Leadership	4,582	3,759	823	6 <b>Note 5 - Afterschool Satellite</b>
Holiday Break Camp	2,516	2,319	197	Budgeting change - CY staff salary & benefits no longer partly charged to this pg
March Break Camp	4,897	4,182	715	6 <b>Note 6 - PD Days &amp; Junior Leadership &amp; March Break Camp</b>
Teen Program	12,628	12,520	108	Higher expenses due to anticipated increased enrollments, per 2017 experience
Summer Camp	97,438	85,400	12,038	7 <b>Note 7 - Summer Camp &amp; Summer Leadership</b>
Summer Leadership	14,880	12,716	2,164	7 Significant salary & benefit increases due to increase in minimum wage for 2018
Seniors and CTT Program	45,280	43,642	1,638	8 <b>Note 8 - Seniors Program</b>
Program Assistant	31,129	24,648	6,481	10 Expenses increased in 2018 due to increase in 2017/18 provincial grant
Board	1,920	1,920	0	<b>Note 9 - Seniors CTT</b>
				Program reinstated for 3 months, January to March/18
				<b>Note 10 - Program Assistant</b>
<b>Total</b>	<b>693,560</b>	<b>653,720</b>	<b>39,840</b>	Salary & benefit increases due to seniority (step increase) & additional work hours

	2018	2017 Revised	Change	Comments
Parent/Child	114,204	114,204	0	
Parent/Child Special Needs & EYET	15,050	15,911	-861	<b>Note 1 - P/C Special Needs</b> \$861 of unspent funds were carried from 2016 to the first quarter of 2017
Applegrove Connection	28,496	28,496	0	
HOBG (funded program & AG share)	28,584	28,714	-130	
Over the Rainbow	26,750	26,750	0	
Afterschool	229,900	209,482	20,418	<b>Note 2 - Afterschool</b> 12-month impact of fee increase which began in Sept/17
Afterschool Satelite	61,200	54,720	6,480	<b>Note 3 - Afterschool Satelite</b> Increased enrollment in 2017/18 school year
PD Days	4,680	3,420	1,260	<b>Note 4 - PD Days &amp; Junior Leaders</b> Increased enrollment anticipated, based on 2017 results
Junior Leaders	6,030	5,490	540	
Holiday Break Camp	2,830	2,830	0	
March Break Camp	5,180	5,270	-90	
Teen Program	2,150	1,400	750	<b>Note 5 - Teen Program</b> Anticipating increased donations in 2018
Summer Camp	91,929	91,939	-11	
Summer Leadership	14,280	11,677	2,603	<b>Note 6 - Summer Leadership</b> Increased enrollment anticipated, based on 2017 results
Seniors & CTT Program	43,519	42,283	1,236	<b>Note 7- Seniors Program</b> Increased provincial funding received for 2017/18
Program Assistant	0	0	0	
Board	11,200	11,200	0	
<b>Total</b>	<b>685,982</b>	<b>653,786</b>	<b>32,196</b>	



Summary of Program Surplus/Deficits

	Surplus/Deficit 2018	Surplus/Deficit 2018	Surplus/Deficit 2017	Change
	before draw from surplus	after draw from surplus	projected	
Parent/Child	-11,427	-11,427	-8,432	-2,995
Parent/Child Special Needs	241	241	0	241
Applegrove Connection	-4,149	-4,149	-4,095	-54
HOBG (funded & AG share)	-1,454	-1,454	-1,941	487
Over the Rainbow	-8,615	0	-66	-8,549
Afterschool	45,378	45,378	33,858	11,520
Afterschool Satellite	10,549	10,549	202	10,347
PD Days	52	52	-443	495
Junior Leadership	1,448	1,448	1,731	-283
Holiday Break Camp	314	314	511	-197
March Break Camp	283	283	1,088	-805
Teen Program	-10,478	-10,478	-11,120	642
Summer Camp	-5,510	0	6,539	-12,049
Summer Leadership	-600	0	-1,039	439
Seniors Program	-1,761	0	-1,359	-402
Program Assistant	-31,129	-31,129	-24,648	-6,481
Board	9,280	9,280	9,280	0
<b>Total</b>	<b>-7,578</b>	<b>8,908</b>	<b>66</b>	<b>-7,644</b>

**Comments**

Seniors, OTR and Camp/Leadership have significant accumulated surplus according to the 2016 audit.



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## **Minutes of the Board of Management Meeting October 23, 2017**

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

Present: Pierre Bois, Jessica Dolmer, Natasha Graham, Vai Teng Law, Ann McKechnie (Chair), Jean Lim-O'Brien, Andre Riolo, Jim Valentine.  
Regrets: Trustee Cary-Meagher, Councillor McMahon.  
Staff: Susan Fletcher (Recorder).

### **A. Call to Order/Adoption of Agenda**

Ann 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 September 25 Board of Management Meeting**

Susan noted that Mercedes should have been noted as Regrets.

#### ***MOTION*** (Law/Bois)

*To accept the minutes of September 25, 2017 as amended.*

***Carried***

### **D. Response to Governance Review**

The Board discussed the Executive Director's notes, the draft Response, and the updated Strategic Plan. As suggested at the Board's August discussion, the response included

- current effective governance practices
- items Applegrove has in place
- questions
- AOCC differences
- updated information for agency-specific section of new municipal code chapter.

Members agreed that the chair should prepare a cover letter identifying Applegrove's key messages, and send this with the agency response in early November.

#### ***MOTION*** (Riolo/Dolmer)

*To accept the updated Strategic Plan and endorse the Response to the Governance Review.*

***Carried***

### **E. Executive Director's Report**

The Board considered the draft revisions to the Complaint Procedure which was deferred at the September meeting.

**MOTION** (Valentine/Dolmer)

To endorse the revised AOCC procedures for the Board, subject to amendment by City staff and other AOCCs.

**Carried**

**MOTION** (Riolo/Graham)

To accept the Executive Director's Report.

**Carried**

**F. Correspondence**

Susan reported that Mercedes had submitted her resignation, effective as of October 23. Board members identified some possible nominees and asked that the vacancy be posted within the center and on Facebook.

**MOTION** (Bois/Riolo)

To accept the suggested actions.

**Carried**

**G. Adjournment**

The meeting was adjourned on a motion by Jessica Dolmer, seconded by Vai Teng Law.

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Chair

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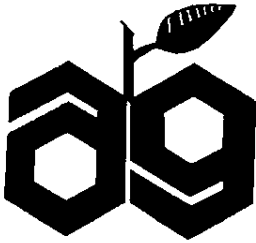
Secretary

**Next Meetings and Events:**

Punkin-Grove: Wednesday, November 1

Board meeting: Monday, November 20

Pasta Fest: Saturday, November 25



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## Space Use Policy – Update Draft 1

August 2017

Based on the 1992 Space Use Policy, updated with current knowledge.

### Contents

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### 1. Definitions

#### 1.1. Mission

Applegrove is a neighbourhood partnership, fostering community through social and informative programs for individuals and families.

#### 1.2. Non-discrimination

As an agency of the City of Toronto, Applegrove is committed to respectful, equitable service delivery and employment practices. Applegrove condemns harassment, denigration, discriminatory actions and the promotion of hatred. Applegrove will not tolerate, ignore, or condone discrimination or harassment and is committed to promoting respectful conduct, tolerance and diversity at all times.

#### 1.3. Board

Although Applegrove is governed by both a Board of Directors and a Board of Management, in this policy, “Board” will mean either or both of them.

#### 1.4. Responsibility

The City of Toronto leases space for Applegrove from the Toronto District School Board and has delegated to Applegrove’s Board of Management, responsibility for the following among other responsibilities:

- management, operation and maintenance of the community center
- setting fees and charges for use of community center space and programs.

Applegrove staff, members, volunteers and visitors must comply with TDSB rules and follow the direction of relevant TDSB staff.

#### 1.5. Responsibilities of Space Users

The individual in charge of the user groups is responsible for ensuring that participants comply with TDSB and Applegrove policies and regulations.

1.6. Program Groups

Program groups are organized and supported by Applegrove to provide activities for the community. They may operate year-round, on a seasonal basis, or for a limited time.

1.7. User Groups

User groups have an administrative and activity structure independent of Applegrove but use the center for meetings or activities. User groups may use space regularly or occasionally. User groups may or may not be incorporated, but must operate on a not-for-profit basis.

1.8. Co-Sponsorship

Applegrove may enter into a co-sponsorship relationship with another organization for activities that fall within Applegrove's goals.

1.9. Fee for Service

User Groups who need space outside Applegrove's regular hours of operation but within the leased hours, will be on a fee-for-service basis to cover the costs of Applegrove staffing.

1.10. Facilities Available for Use

Space is restricted to Applegrove's leased space excluding the office, i.e., the Parent/Child Room, Archive Room and Lounge. Groups who need additional or alternative space must book it through the TDSB or S.H. Armstrong Recreation Centre.

**2. Priorities for Space Use**

2.1. Program Groups and Co-Sponsored activities have first access to space.

2.2. The second priority will be User Groups, with regular User Groups receiving a higher priority than occasional User Groups.

2.3. Fee for Service groups will be the third priority with approval contingent on staff availability.

2.4. Due to TDSB policies, Applegrove cannot provide space for commercial activities, individuals, personal social events, etc.

**3. Administration of Space Use**

3.1. Program Groups

a) Applegrove may form Program Groups for support, self-help, community service, education or recreation. Program Groups may or may not relate to one of the program areas (families with young children; children and youth; older adults; and community development).

b) Program Groups may have access to funding and/or charge participation fees as approved in advance by the Board.

c) Applegrove may advertise program groups on the website, in the newsletter, via e-mail, in local newspapers, etc.

d) Program Groups should:

- operate democratically;
- encourage participants to become Applegrove members and join other agency activities;
- be open to new members.

### 3.2. User Groups

- a) User Groups may fulfil one or more of the following purposes: social gathering; recreation; social activism; professional association; union; tenant group; political party (except during an election campaign); community fundraising; off-site social services; community development.
- b) User Groups may have one-time, occasional or regular on-going space at no charge during Applegrove's customary hours of operation, including access to washrooms during their program time.
- c) User Groups may access support from the Program Director, Evening Office Coordinator, or other center staff as appropriate.
- d) Applegrove may advertise User Groups on the website, in the newsletter, via e-mail, in local newspapers, etc.
- e) User Groups should:
  - operate democratically;
  - encourage participants to become Applegrove members and join other agency activities;
  - be open to new members.
- f) User Groups may utilize the following Applegrove equipment as noted:
  - computers: occasionally.
  - photocopier and printer: at no charge for fewer than 5 sheets or a nominal charge for more than 5 sheets.
  - telephone in program room office: for short non-tariff calls e.g., not 411 or long distance.
  - screen and projector: with prior notice and if they are not needed for agency activities.
  - coffee maker, kettle, microwave in program room: with prior notice and understanding that these will be left clean, empty and in good condition.
  - television and DVD player: with prior notice, if they are not needed for agency activities, and if they are on the same floor as the space used.
- g) Application
  - i. All User Groups should complete a Space Use Form. This may be waived for users with which Applegrove has an on-going relationship.
  - ii. Applegrove staff will follow up in a timely manner and will request input from the Board or a committee if needed.
- h) Three Month Trial  
There will be a 3 month probation period for groups which intend to use space on a regular, ongoing basis to allow both sides to understand the opportunities and restrictions.

### 3.3. Co-Sponsorship

- a) The Executive Director or Program Director will negotiate co-sponsored activities, in collaboration with program staff and/or the Board as appropriate.
- b) Co-Sponsored Groups will usually not complete a Space Use Form. However, Applegrove will prepare a letter of understanding to cover activities, fees, advertising, etc.

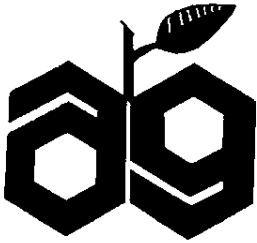
### 3.4. Fee for Service

- a) See User Groups.
- b) The fee will be set on a cost-recovery basis to include:
  - staff time from 30 minutes before to 15 minutes after scheduled activities, and
  - additional staff time for set-up or clean-up.
- c) Fees can be paid in cash, by cheque or via credit card.
  - i. Payment in cash or credit card must be made no less than 7 days before the event.
  - ii. Payment by cheque should be made no less than 2 weeks before the event to allow the cheque to clear.
- d) Fees will only be refunded
  - if the TDSB or Applegrove cancels the booking with less than 2 days notice;
  - if group cancels the booking with more than 1 week's notice.
- e) Fees will not be refunded if the group
  - cancels with less than 7 days notice
  - leaves early.
- f) Disputes or disagreements about fees will go to the next meeting of the Board unless that meeting is within 10 days of the dispute; in that case, the dispute will go to the subsequent meeting.

### 3.5. Signs

- a) In general, the TDSB does not allow signs promoting activities. Exemptions to this rule require the principal's permission.
- b) Groups can post appropriate signs directing participants to the relevant room(s) and should take these down at the end of the activity.





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## Space Use Form

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of person in charge of event/meeting: \_\_\_\_\_

Phone #: (Day): \_\_\_\_\_ (Evenings): \_\_\_\_\_

Mobile: \_\_\_\_\_

What is the nature and purpose of your organization? \_\_\_\_\_

\_\_\_\_\_

What is your client/user base? \_\_\_\_\_

Is your organization Charitable \_\_\_\_\_ Non-profit \_\_\_\_\_ Incorporated \_\_\_\_\_

How are you funded? What is your annual budget? \_\_\_\_\_

\_\_\_\_\_

Is this group affiliated with any other groups or organizations? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, what groups and how? \_\_\_\_\_

\_\_\_\_\_

What is the purpose of this/these meetings? \_\_\_\_\_

\_\_\_\_\_

Is there any cost or charge for the meetings? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, how much and what does it cover? \_\_\_\_\_

\_\_\_\_\_

Will childcare be available for people attending the meeting? No \_\_\_\_\_ Yes \_\_\_\_\_

**Space Form**  
page 2 of 3

How many people are expected to attend?

Up to age 5 \_\_\_\_\_ 6-12 years \_\_\_\_\_ Teens \_\_\_\_\_ Adults \_\_\_\_\_ 55+ \_\_\_\_\_

Rooms requested:

Lounge \_\_\_\_\_ Kitchen \_\_\_\_\_ Parent/Child Room \_\_\_\_\_ Archive Room \_\_\_\_\_

Day of week requested: \_\_\_\_\_

Start Date: \_\_\_\_\_ Finish Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Equipment/room set up requested: \_\_\_\_\_  
\_\_\_\_\_

The information on this form is collected under the authority of the Community Recreation Centres Act R.S.O. 1990, C. C22, and Chapter 25 of the Municipal Code of the City of Toronto. It will be used by Applegrove staff for fundraising, administration of membership and information about centre activities. Questions about this collection photos may be directed to Susan Fletcher, Executive Director, Applegrove Community Complex, 60 Woodfield Road, Toronto, M4L 2W6 or phone 416-461-8143.

**The information on this form may be used outside Applegrove  
for publicity and other purposes.**

Date of Application: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

For Office Use:

Fee if appropriate: \$ \_\_\_\_\_

Payment via Cash \_\_\_\_\_ MC \_\_\_\_\_ VISA \_\_\_\_\_

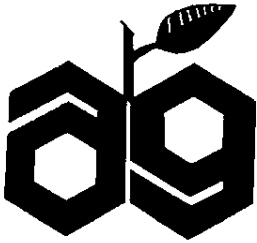
Cheque \_\_\_\_\_ Name on cheque \_\_\_\_\_

Receipt Number \_\_\_\_\_

Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Reason: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

**“TOGETHER, BUILDING OUR COMMUNITY”**



## **Applegrove Space Use Policies and Regulations**

**All groups using Applegrove space must agree to adhere to the following:**

1. Smoking, e-cigarettes and alcohol consumption are prohibited on TDSB property, both inside and outside the building.
2. Meetings will finish so participants are out of the building by 9:00 p.m.
3. Facilities must be left clean and tidy.
4. If Applegrove has to cancel meetings, as much notice as possible will be given.
5. The organizer will inform Applegrove as soon as possible if a regular meeting is cancelled.
6. At the end of each meeting, the person in charge will sign out at the Applegrove office and provide the number in attendance.
7. Neither Applegrove, the City of Toronto nor the Toronto District School Board will be held liable for any personal injuries occurring on the premises.
8. Applegrove will not be responsible for articles left in the building.
9. There is a three month probation period for all regular groups.
10. The contact person's name and telephone number will be made available to anyone making inquiries about the program and may be provided on Applegrove's website, to local media, or elsewhere to promote the activity and Applegrove.

**I understand and agree to all of the policies and regulations.**

Signature: \_\_\_\_\_

Group: \_\_\_\_\_

Date: \_\_\_\_\_



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## **Executive Director's Report**

November 9, 2017

I was so happy when October ended! May and Jenef were both on vacation for the last 2 weeks of the month that included:

- 4 evening meetings in one week (Vision Zero, 54-55 Police Station, Pool committee and hold-and-secure follow-up).
- a Board meeting at which I had to take minutes (and write them up after).
- a concern that required significant follow-up but was not significant in itself.
- the Seniors Worker's unexpected absence in a week that included a lunch 'n' learn and a full day bus trip. I made the executive decision to order pizza for the lunch 'n' learn.
- prep for Punkin-Grove.
- a hold-and-secure at Bowmore at dismissal time due to an armed robbery in its neighbourhood.
- and opening the office many days at 8:30.

FYI: Vision Zero is an international initiative that started in Sweden to reduce pedestrian and cyclist traffic fatalities to zero. Councillor Fletcher's office asked me to be a table facilitator at a meeting on October 9. It was interesting to think with residents about areas of particular concern focussing on cycling, pedestrian, seniors, schools, and excessive speed. I particularly enjoyed the version of "Dot-mocracy" which used not just regular dots, but stars, hearts and other shapes!

A report on the preferred location for the new 54-55 division is expected at the November 29 Executive meeting.

### **Program Budgets**

The October Board meeting reviewed the budgets for PC and Applegrove Connection, as well as the OEYCFC funding submission that included them. On October 24, the province announced that the name would be changed to EarlyON. In French, it is ON y va (which translates to Let's go).

The rest of the program budgets are coming to the November Board meeting. Like last year, the Board should consider these preliminary budget estimates as we do not yet know about most grants, benefit rates, etc. In September 2018, the Finance Manager will update these estimates and the Board can then adopt them as the program budgets for the year.

Please note that the package includes summary information only. Susan H. drafted the budgets on a detailed basis, incorporating:

- step increases and benefits by individual as relevant,
- COLAs in January and July,
- program materials, supplies and purchased services based on the 2017 revised program budgets and what we expect for the next year.

If you are interested in reviewing the details, please let me know.

An issue related to program budgets is the Camp and Leadership budget. The application for Canada Summer Jobs funding is expected to be due in mid-January. With the holiday break and May's and my vacations, the Board should endorse detailed camp and leadership budgets at this meeting in order to meet the application deadline.

To that end, the Board has a wage policy decision to make. The minimum wage will increase in January, meaning significant increases in wage rates for Applegrove's summer staff. These staff are not in the union, which means that the organization sets the wage rates. Although federal funding was previously based on provincial minimum wage levels, we do not expect the federal government to increase funding to reflect the new minimum wage. Instead, we expect flat line or a minimal increase in the total amount for the agency.

In the past, Applegrove has paid Senior Counsellors about \$1 more than Junior Counsellors and paid Junior Counsellors about 90¢ more than the minimum wage. The Board will need to decide where to start Junior Counsellors and how much difference there should be between juniors and seniors. May will provide budget projections at different levels.

In the interim, on my direction, the preliminary program budgets include deficits of \$5500 and \$600 for camp and leadership respectively, both to indicate the anticipated impact of the minimum wage increase and to decrease the accumulated net surplus of over \$20,000.

### **Health and Safety**

A change coming out of the hold and secure at Duke is that all exterior doors are to be locked at all times. In the past, Applegrove's first staff to arrive could come in through the Woodfield or SHA doors. Now, the first staff must enter via the school's main door and walk through the building to our office.

In addition, SH Armstrong staff have been instructed discourage anyone going through their lobby to the elevator lobby. SHA staff have been polite and have allowed some of Applegrove's older adults through. However, the older adults are not happy with the new procedure. Ever since the doorbell was installed about 3 years ago, we have instructed seniors to enter through the Woodfield door. But the Woodfield corridor has multiple doors and sometimes, many students. Older adults with mobility difficulties find entering through SHA much easier; the exterior door has an opener, there are fewer interior doors, and rarely any students.

### **User Groups**

Although Applegrove space has been available for groups to use, we have had little take-up on this. Recently, St. Monica's Church pastor Elizabeth Achimah asked about using the PC rooms. She has organized an arts program looking at the history of Gerrard Street East that started on Nov. 7. She will also lead a different program on Thursday evenings.

Our conversations reminded me that Applegrove's Space Use Policy had not been updated in a long time. Consequently, a draft policy is on the Board agenda.

### **Nominations**

The volume of other work prevented me from getting the nomination poster done until this week. I e-mailed it to Board members, posted the basic info on Facebook and asked our website volunteer to post on the website. Please feel free to share the poster and invite those interested to both attend the Board meeting and contact me for the nomination package.

It is also time to start thinking about AGM nominations. This process starts with current Board members indicating whether they want to continue for another year or resign as of the AGM. The agenda package includes a "Time Served" outline and time to discuss it.

### **Governance Review**

Following up on the discussion at the last Board meeting, I worked with Ann on a cover letter and submitted Applegrove's response. At a subsequent east end AOCC get-together, I shared Applegrove's response and concerns with 3 colleagues. The Chair of Ralph Thornton's Board is organizing a meeting of Board Chairs and Vice-Chairs, mainly focussing on this issue. And the east end EDs agreed we should try for an AOCC meeting around the time the City Executive Committee meets.

### **Looking Ahead**

It looks like Pasta Fest will be a sell-out! Tickets were snapped up faster than ever, possibly because of the early-bird deep discount. I hope everyone who saved money on their tickets spends 10 times as much on bidding as they saved on admission! We have wonderful donations including tickets to the Lorax at the Royal Alex over the holidays, several photography packages, lots of prizes for kids' games, stockings, and even a special visitor! Yes, MPP Peter Tabuns, NOW magazine's 2017 best MPP, will conduct the live auction!

P.S. I think someone will drop by in a red suit. The rumour is that when he laughs, his belly shakes like a bowl full of jelly.

Please note that I will be on vacation and out of communication from Dec. 1 to 17 inclusive. Applegrove's office will be closed Dec. 25 to Jan 1 inclusive. The holiday camp will run Jan. 2 to 5.

### **Grievances, Complaints and Compliments**

As agreed some years ago, the Executive Director's monthly report includes complaints and grievances. There have been no grievances since my last report.

**Complaints Process:** In addition of formal complaints, this report includes informal complaints. When staff members resolve a complaint at the first or "informal" level, they document it, including documenting when they are not sure whether or not an interaction is a complaint. I summarize informal complaints in this monthly report and would report more serious complaints in this section if I receive any. See the next page for the past month's informal complaints.

**Compliments:** Although staff did not document any compliments, informal conversations continue to confirm that participants enjoy and appreciate our programs.

Respectfully submitted,  
Susan Fletcher.

**Complaints Summary**

Board Rpt	Incident Date	Issue <sup>i</sup>				Outline Issue	Topics							
		Another	Staff	Facility	Other		access	time-liness	out comes	quality	stand ards	fee	H&S <sup>ii</sup>	Other
November	Oct. 13				✓	A parent expressed concern about an interaction between their child and another child							✓	✓
	Oct. 31				✓	A participant's expensive purse went missing							✓	✓
	Various				✓	Several participants, mainly older adults, find our new phone menus unclear	✓			✓				✓
	Various			✓		Many older adult participants attempt to enter via SHA; their staff sometimes let seniors through and sometimes send them to the Woodfield doors.							✓	
	Nov. 6		✓			Participant (who had not pre-registered) arrived for an activity that had been cancelled. Also had trouble with phone	✓			✓				✓

<sup>i</sup> Another = one participant's concern about another participant  
 Staff = participant's concern about staff  
 Facility = participant's concern about the facilities

<sup>ii</sup> H&S = Health and Safety



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## Applegrove Board Members – Time Served

November 2017

Name and position on the Board	Date came on board (D/M/Y)	Time completed (at the AGM in 2018)	Term	Renew?	In catchment?
Mary-Margaret McMahon (City Council Rep)	1/12/10	N/A 7.5 years	Re-appointed by City Council, Dec. 2014	N/A	
Sheila Cary-Meagher (TDSB Rep on Board of Management only)	27/03/02	N/A 16 years	Re-appointed by TDSB, January 2017 (to November 2018)	N/A	
Pierre Bois	29/3/16	2 years	2 <sup>nd</sup> year of 2-year term ending March 2018		✓
Jessica Dolmer	27/03/17	1 year	1 <sup>st</sup> year of 2-year term ending March 2019		✓
Natasha Graham	27/03/17	1 year	1 <sup>st</sup> year of 2-year term ending March 2019		✓
Vai Teng Law	22/06/15	4 years (including service Dec. 2014 to March 2015)	2 <sup>nd</sup> year of 2-year term ending March 2018		x
Jean Lim	30/03/15	3 years	1 <sup>st</sup> year of 2-year term ending March 2019		✓
Ann McKechnie	20/06/16	2 years (plus 5 years of prior service)	1 <sup>st</sup> year of 2-year term ending March 2019		✓
Andre Riolo	27/03/17	1 year	1 <sup>st</sup> year of 2-year term ending March 2019		✓
Jim Valentine	29/3/16	2 years	2 <sup>nd</sup> year of 2-year term ending March 2018		✓

Terms exist independently of the person filling them and are staggered so that about half expire each year.

A majority of community Board members must live within the catchment area.





www.ApplegroveCC.ca

## Applegrove Events and Board / Committee Meetings – November 9, 2017

Office Phone 416-461-8143

“Together, Building Our Community”

Please note that Board meetings are on Monday evenings, usually the last Monday of the month.

November Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
12	13	14 6:15 MNO	15	16	17 PA Day	18
19	20 Board	21	22	23 [Duke school council]	24	25 [Duke Breakfast 9-11:30]  <b>Pasta Fest</b>
26	27	28 [Pool meeting]	29 City Exec Committee <i>6:15 Personnel</i>	30 City Budget Launch	PA Day	

December Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 PA Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18 Board Meeting?	19	20	21	22	23
24	25 Applegrove Closed for Christmas	26 Applegrove Closed for Boxing Day	27 TDSB Board holiday	28	29	30
31	Applegrove Closed for New Year's Day					

January 2018 Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Happy New Year! Applegrove is Closed	2	3	4	5	6
		Holiday Camp				
7	8 School resumes	9	10	11	12	13
14	15	16	17	18	19 PA Day (elementary only)	20
21	22	23 [Duke School Council]	24	25	26	27
28	29 Board	30	31			

**Bold** = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

**Applegrove Events and Board / Committee Meetings – November 9, 2017**  
**Office Phone 416-461-8143**

<b>February</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10 <b>Family Dance 11a.m.-1 p.m.</b>
11	12	13	14	15	16 PA Day	17
18	19 Applegrove Closed for Family Day	20	21	22 [Duke School Council]	23	24
25	26 Board	27	28			

<b>March</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Duke Adult Social
4	5	6	7	8	9	10
11	12	13	14 Seniors Wellness Fair	15	16	17
	March Break Camp					
18	19 Board?	20 [Duke School Council]	21	22	23	24
25	26 AGM	27	28	29	30 Applegrove Closed for Good Friday	31

<b>April</b> Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove closed for Easter Monday	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
	Volunteer Week					
22	23	24	25	26 [Duke School Council]	27	28
29	30 Board					

**Bold** = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

**Applegrove Events and Board / Committee Meetings – November 9, 2017**  
**Office Phone 416-461-8143**

<b>May</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4	5
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21 Applegrove Closed for Victoria Day	22 {Duke School Council}	23	24	25	26	
27	28 Board	29	30	31			

<b>June</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
3	4	5	6	7 Provincial Election	8 PA Day	9	
10	11	12	13	14	15	16	
17	18 Board?	19	20	21 [Duke School Council]	22	23	
24	25	26	27	28 Last day of school	29	30	

<b>July</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Applegrove closed for Canada Day	3 First day of camp	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

Volunteer Week

- April 7-13, 2019

**Bold** = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event