



60 Woodfield Road, Toronto, Ontario M4L 2W6  
Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

**Board of Management Meeting  
April 24, 2023**

**AGENDA**

**7:00**

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Call to Action
- D. Declaration of Conflicts of Interest
- E. Minutes of February 27 Board of Management Meeting (*attached*)

**7:10**

- F. Finance
  - F.1. Audit Update
  - F.2. Year-to-date Financial Report (*attached*)
  - F.3. Grant Approvals

**7:20**

- G. Personnel & Policy Committee (*Mar 20 notes attached*)
  - G.1. Board Self-Evaluation Results (*sent separately*)
  - G.2. Board Orientation

**7:35**

- H. Officers and Committees (*Procedural By-law sent separately*)
  - H.1. Select Committee Members
  - H.2. Select Officers

**7:50**

- I. Strategic Planning Update

**8:00**

- J. Adjournment

**Minutes of the Board of Management Meeting  
February 27, 2023 by ZOOM**

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

Present: Hamdi Abdo, Trustee Sara Ehrhardt, Shirin Karim, Vai Teng Law, Sue Munn, Eadit Rokach, Andre Riolo, Jim Valentine (Chair)  
Regrets: Simone Hodgson, Councillor Paula Fletcher  
Absent: Moneca Yardley  
Staff: Susanne Burkhardt, May Seto (recorder)  
Guest: Brian Buchan, Ann McKechnie

**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 amended.

**B. Declaration of Conflicts of Interest**

None were declared.

**C. Minutes of the January 30 2023 Board of Management Meeting**

***MOTION*** (Earhardt/Rokach)

*To accept the minutes of January 30, 2023 Board Meeting.*

***Carried***

**D. Board Learning Snapshot**

Susanne presented slides on the City-AOCC Relationship Legislative Framework.

**E. Personnel Committee Report**

Susanne provided key highlights from the meetings of January 16 and February 22.

E.1. Board evaluation results – deferred

***MOTION*** (Earhardt/Law)

*To accept the January 16, 2023 Personnel & Policy Committee Report.*

***Carried***

***MOTION*** (Earhardt/Rokach)

*To accept the February 22, 2023 Personnel & Policy Committee Report.*

***Carried***

**F. Policy**

**F.1. Credit Card Use Policy**

Susanne shared and highlighted the revisions.

**F.2. City of Toronto Electronic Monitoring Policy**

The City of Toronto passed its policy. Applegrove will accept the City's policy.

***MOTION*** (Earhardt/Hodgson)

*To adopt the updated Credit Card Use Policy, as amended.*

***Carried***

***MOTION*** (Earhardt/Rokach)

*To receive the City of Toronto Electronic Monitoring Policy and acknowledge its application at Applegrove.*

***Carried***

**G. Executive Director's Report**

Susanne shared that every 5 years the City does an employee engagement survey and this will be done later in 2023. On the subject of advancement, a key DEI audit theme, May, Josh and Susanne will meeting with the After School Lead staff to get feedback on the position from staff and identify how the role can be strengthened and supported.

There is no lease update and Susanne will follow up with the City. For relocation, Susanne was asked to provide service utilization projections based on City development pipeline population projections. The information was sent to SDFA and shared at recent board committees. The analysis shows that when the population projections are realized, Applegrove will be at capacity or near capacity in a number of key programs.

Office space is getting tight especially if we hire a bookkeeper.

***MOTION*** (Rokach/Law)

*To accept the Executive Director's report.*

***Carried***

**H. Correspondence & Information Received**

**I. Adjournment**

The meeting was adjourned on a motion by Vai Teng Law, seconded by Eadit Rokach.

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Chair

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Secretary



**FINANCIAL VARIANCE REPORT**  
**For the period ended March 31, 2023 (January 1 to March 31)**

**REVENUE**

Admin - City of Toronto Budget

Total budget revenue for 2023= **\$618,705**

YTD budget gross revenue = **\$154,676**

YTD actual gross revenue = **\$219,115**

The difference of \$64,439 is due to the first quarter 2023 payments received from the City being \$21,480 over the budgeted amount of \$51,559. The City process the first three payments in this manner, and after, they will equalize the payment to meet the approved budget.

**EXPENSES**

Admin - City of Toronto Budget

Total budget expenses for 2023= **\$618,750**

YTD budget gross expense = **\$150,822**

YTD actual gross expense = **\$219,194** an unfavourable variance of **\$68,372**

The \$68,372 variance is due to the accrual of the monthly rent of the Food Hub \$9,416.67 for the balance of the year, and the \$4,741 Sage licenses.

Programs

Total budget revenue for 2023 = **\$1,004,221**

YTD budget gross revenue = **\$230,721**

YTD actual gross revenue = **\$313,397** a difference of **\$82,676**

The revenue variance is due to some deferred revenue that was moved from 2022 because the activities did not take place last year, and they will be taken place in 2023. Recurring grants like EarlyON, Senior and Prenatal, to name a few, are in place as per the previous year. Some of these grants have increased slightly, but so have the expenses, so we will not see a significant variance.

Programs

Total budget expenses for 2023= **\$1,004,173**

YTD budget gross expense = **\$231,354**

YTD actual gross expense = **\$200,811** a favourable difference of **\$30,543**.

Reduced salaries, benefits, and furniture and equipment spending can partially explain the \$30,543 expense program variance. In general, all the programs' spending is lower than the budget. This is largely due to calendarization of the budgets, and as expenses are paid we will begin to see a lower variance.

APPLEGROVE COMMUNITY COMPLEX  
STATEMENT OF OPERATIONS  
ADMIN ACTUAL VS BUDGET  
As of March 31, 2023

	Admin		Variance	
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	77,539	87,108	9,569	11%
Benefits	25,081	25,831	750	3%
Materials & Supplies	528	985	457	46%
Furniture & Equipment	4,741	1,879	(2,863)	-152%
Purchased Services	111,304	35,019	(76,285)	-218%
Total	219,194	150,822	(68,372)	
<b>INCOME</b>				
Government Funding				
City of Toronto	219,115	154,676	(64,439)	
Total	219,115	154,676		
<b>Others</b>				
Misc. Interest	79	0	(79)	
Total Others	79	0		
<b>TOTAL INCOME</b>	<b>219,194</b>	<b>154,676</b>		
<b>SURPLUS(DEFICIT)</b>	<b>0</b>	<b>3,855</b>		

APPLEGROVE COMMUNITY COMPLEX  
STATEMENT OF OPERATIONS  
PROGRAM ACTUAL AND BUDGET  
As of March 31, 2023

	Program Actual	Prg. Bud. Total	Variance \$	%
<b>EXPENSES</b>				
Salary	116,585	151,913	35,328	23%
Benefits	23,580	26,537	2,957	11%
Materials & Supplies	20,898	14,320	-6,578	-46%
Furniture & Equipment	797	8,965	8,168	91%
Purchased Services	38,951	29,618	-9,332	-32%
Total	200,811	231,354		
<b>INCOME</b>				
Government Funding				
City of Toronto	90,749	74,887	-15,862	-21%
Province of Ontario	21,350	13,175	-8,175	-62%
Federal Government	76,347	26,927	-49,420	-184%
Total Government	188,446	114,989	-73,457	
Non-Government Funding				
Charitable Organizations	1,126	1,300	174	13%
Foundations/Corporations	31,804	8,662	-23,141	-267%
Total Non-Government	32,930	9,962	-22,967	
Donations/Fundraising				
Charitable Donations-individual	930	8,016	7,086	88%
Fundraising	583	2,138	1,555	73%
Total Donations/fundraising	1,512	10,153		
Others				
User Fees	85,997	93,580	7,583	8%
Misc.	4,512	2,036	-2,475	-122%
Total Others	90,509	95,616	5,107	
<b>TOTAL INCOME</b>	<b>313,397</b>	<b>230,721</b>	<b>-82,676</b>	<b>-0</b>
<b>SURPLUS(DEFICIT)</b>	<b>112,586</b>	<b>(633)</b>		

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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**"COMMUNITY AT ITS CORE"**

## **Personnel and Policy Committee**

### **Meeting Notes**

March 20, 2023 - 5:00 pm

Present: Jim Valentine (Chair), Susan Munn  
Regrets: Sara Ehrhardt  
Staff: Susanne Burkhardt (recorder)

#### **1. Notes from February 22 Meeting**

No changes are needed.

#### **2. Staffing**

##### *a. Updates*

Susanne reported that a complaint was received with respect to the March Break Program. She is addressing it as per the Applegrove Complaints Procedures and will keep the committee informed of the outcome. If a complainant is not satisfied with the outcome, a complaint may be referred to the board. The committee will review the complaint procedure later this year as it has not been updated since 2011.

Two positions will be posted shortly: 1) EarlyON Program Worker (27 hours per week) and Bookkeeper/Information Clerk (20 hours per week).

Susanne reported that the City approved a 1.5% cost of living adjustment (COLA) for non-union employees in February, with another 0.25% adjustment as of July 1. The AOCCs asked the City for written confirmation that this applies to AOCCs. Susanne also noted that the City increased its non-union wage grades but that the AOCCs were not informed. Additional information has been requested of the City to better understand how to implement this and how it relates to AOCC budgets as some AOCCs cannot absorb these increases within their current budget. Once Susanne has more information she will draft a briefing note on management compensation.

#### **3. Performance Evaluation**

##### *a. 2022 Management Performance Reviews*

Susanne is completing the reviews for other management staff. Once completed, she will draft a memo with recommendations and circulate it to the committee. The City internal website indicates that pay for performance levels are the same as they were in the past, however the AOCCs have requested written confirmation of this also.

##### *b. ED 2023 Performance Objectives*

This item was deferred to the next meeting.

#### **4. Board**

##### *a. Board Self-Evaluation Survey*

The committee reviewed the results and identified key points to follow up on:

- Board packages should be sent out 1 week before the meeting
- The Chair and the ED should meet before the packages go out, to review and prioritize items
- Strategic planning process should result in some measurable goals and objectives that can be reported on regularly to measure progress/success
- Instead of rote review of Truth and Reconciliation Calls to Action, have individual members provide a reflection on one that is meaningful to them – Sue will start at the next meeting
- More opportunity for board engagement with programs and activities

##### *b. Board Exit Questionnaire*

Only two questionnaires have been received. Jim will follow up on outstanding questionnaires.

##### *c. Board Manual Review*

Susanne reported that she updated the manual as per the suggestions provided by the committee at its last meeting.

##### *d. Board Orientation*

The committee review the 2023 Orientation Plan. It was suggested that orientation include a site visit, and that a check-in survey be done with new members in June on whether they have completed the orientation process.

#### **5. Policy**

It was suggested that the committee review the list of Applegrove policies at its next meeting to identify priority policies for review and updating.



## 2023 Applegrove Board Orientation

	ITEM	Deadline
1	Receive 2023 Board Manual	April 30
2	Complete 2 online Accessibility for Ontarians with Disabilities (AODA) training modules: 1) AODA Customer Service Standard: <a href="http://accessforward.ca/">http://accessforward.ca/</a> (30-40 min) 2) Working Together – Ontario Human Rights Code and AODA: <a href="https://www.ohrc.on.ca/en/learning/working-together-code-and-aoda">https://www.ohrc.on.ca/en/learning/working-together-code-and-aoda</a> (20 min)	April 30
3	Attend <i>Applegrove 101</i> session presented by Susanne (1.5 hours)	May 31
4	Do <u>one</u> of the following (1.5 - 2 hours): a. Watch OCASI <i>Governance 101</i> <a href="#">recorded webinar</a> b. Read OCASI <i>Governance 101</i> <a href="#">webinar slide deck</a>	May 31
5	Attend City of Toronto orientation session for AOCC Boards of Management	June 19 or Nov 20
6	Receive optional Board Learning List	June 30
7	Applegrove site / program visit	June 30
8	Attend any scheduled board development sessions	TBD

All board members will receive:

- Invitations to all orientation activities
- 2023 Board manual
- Optional Board Learning List and links to OCASI Governance 101 information



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## **Board of Directors Meeting – April 24, 2023**

### **AGENDA**

#### **8:00**

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of February 27 Board of Directors Meeting (*attached*)
4. Homologation of April Board of Management resolutions

#### **8:15**

Motion needed to discuss the next items in camera, as they deal with confidential information.

5. In-Camera Minutes for Board Meeting of February 27, 2023 (*sent separately*)
6. Lease update

Motion needed to return to the public meeting.

#### **8:20**

7. Board Learning Snapshot (*attached*)

#### **8:25**

9. Standing Committees
  - 9.1. Membership, Outreach & Inclusion Committee Report (*Mar 15 notes attached*)
  - 9.2. Strategy & Finance Committee Report (*deferred*)

#### **8:35**

10. Program Update (*attached*)
11. Program Evaluation Summary (*sent separately*)
12. Neighbourhood Food Hub Update (*attached*)

#### **8:50**

13. Executive Director's Report
14. Directors' Concerns
15. Correspondence and Information Received (*attached*)

#### **9:00**

16. Adjournment

### **Next Meetings and Events**

Board Meeting	May 29
AOCC Board of Management Orientation	June 19
Board Meeting	June 26

**Minutes of the Board of Directors Meeting  
February 27, 2023 – by ZOOM**

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

Present: Hamdi Abdo, Trustee Sara Ehrhardt, Shirin Karim, Vai Teng Law, Sue Munn, Eadit Rokach, Andre Riolo, Jim Valentine (Chair)  
Regrets: Simone Hodgson, Councillor Paula Fletcher  
Absent: Moneca Yardley  
Staff: Susanne Burkhardt, May Seto (recorder)  
Guests: Brian Buchan, Ann McKechnie

**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 #26, Justice. Eadit shared that there are no limitations for criminal offences. For assault offences the limitation starts when victim makes a formal report.

**3. Welcome and Introductions**

Jim welcomed Brian Buchan and Ann McKechnie. Ann was on the board 4 years ago, is retiring and wants to give back to the community. Brian is taking his Chartered Director Designation, has a young son and it is important to him what services in the community. Members introduced themselves.

**4. Declaration of Conflicts of Interest**

Sara Erhardt declared a conflict of interest with respect to any discussions related to Ralph Thornton Centre as her spouse works there, and will recuse herself as necessary.

**5. Minutes of January 30 Board of Directors Meeting**

**MOTION** (Riolo/Law)

*To accept the minutes of January 30, 2022 Board Meeting.*

**Carried**

**MOTION** (Munn/Riolo)

*To discuss the next items in camera (without guests or staff other than the relevant staff), as it deals with confidential information, in this case staffing.*

**Carried**

## 6. In Camera Minutes for November 28 Board Meeting

### 7. Staffing Updates

**MOTION** (Rokach/Law)

*To return to the public meeting.*

**Carried**

**MOTION** (Law/Rokach)

*To accept the in-camera minutes of the November 28, 2023 board meeting.*

**Carried**

### 8. Finance

#### 8.1. Admin Budget Update

Susanne shared that Applegrove will be receiving what we asked for and highlighted the operating budgets for all the AOCCs to show where Applegrove is in comparison.

#### 8.2. Audit Update

Susanne shared that the audit is a behind schedule, in part due to an OMERs issue but we are working to get back on target. Preliminary financial statements are not finalized but we expect the program side to run a surplus and admin to run a deficit because of funds that need to be reimbursed by the City. There will be financial statements in March.

### 9. Standing Committees

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

##### i) Nomination Committee Update

Vai informed members that five members are not returning, one is standing for re-election. Four nomination applications have been received with one more expected. All applications will be reviewed by the Nomination Committee, which may need to do some more targeted outreach. The Nomination Committee will put forward a slate of nominations for the AGM.

##### ii) DEI Discussion

Shirin provided an update and highlighted the framework which creates a cohesive narrative for where things are at, and a 5-stage model (aware, compliant, tactical, integrated, sustainable) for organizations to reach DEI maturity. Applegrove is in the "aware" stage. Next steps are a third board-led staff ideation session on advancement, linking DEI with strategic planning work and creating the staff-board DEI committee that will tie in to the Membership, Outreach and Inclusion Committee.

Shirin spoke to the ideas of moral and compassionate leadership. There is a shift/culture change to a sense of belonging in workplaces, and managers play a critical role. Vai facilitated a discussion on: What does DEI mean for us personally? As an organization? Why does all of this matter? Members shared thoughts and Shirin took notes, to be shared later.

## 9.2. Strategy and Finance Committee Report

Susanne provided an overview of the committee notes. New to the audit were extensive questionnaires on cybersecurity, fraud and environmental controls. Two staff will join a board-staff strategic planning working group.

**MOTION** (Riolo/Munn)

*To accept the February 15 Strategy and Finance Committee Report.*

**Carried**

**MOTION** (Riolo/Munn)

*To accept the February 15 Membership, Outreach and Inclusion Committee Report.*

**Carried**

## 10. Strategic Planning

The RFP deadline was Friday and 9 applications came in. Moneca, Jim, Josh, and Susanne are on the evaluation team. The process will proceed as per the briefing note provided to members.

## 11. Program Statistics

Susanne presented the 2022 program statistics, within the context of a 5-year overview.

## 12. Program Update

May provided an overview and key highlights.

## 13. Neighbourhood Food Hub Update

Susanne provided an update. A weekly market has been initiated. She is on a working group with East End Regional Ministry, Nourish (food bank) and Greenbelt Markets that is focused on strengthening the partnership. CSP funding was renewed for the Food Hub. Councillor Fletcher requested an overview and impact report for 2021 and 2022, which was submitted a week ago.

**MOTION** (Rokach/Munn)

*To authorize the Executive Director to advance \$10,000 from Applegrove surplus funds to Greenbelt Markets, as an advance for the 2023 Community Service Program grant funding.*

**Carried**

## 14. Directors' Concerns

None

## 15. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Eadit Rokach.

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Chair

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Secretary

# Board Liability Insurance

Board directors and officers lead the direction of the organization's mission and policies and have legal responsibility to perform duties in good faith and free of conflict of interest

Board members may also decide on employee policies, how budgets are spent, and what assets are purchased

In the process, board members open themselves to unique liabilities

Directors & Officers (D&O) Liability Insurance covers the actions and decisions of board directors and officers

Generally it protects the organization and its board members from costs caused by legal liabilities not covered by a general liability policy e.g. conflict of interest, improper employment practices, defamation, etc.

# Board Liability Insurance at Applegrove

## Board of Management

As a Government entity, the City purchases Public Officials' Errors & Omissions (E&O) Liability Insurance

Applegrove Board of Management is covered under the City's insurance umbrella with respect to the Board's E & O, as well as other lines of coverages such as commercial general liability

Provides coverage for liability resulting from errors or omissions in the performance of professional duties

## Board of Directors

Applegrove purchases Director's & Officer's (D&O) Liability Insurance annually for the Board of Directors

Policy is with the Co-operators General Insurance Company

Coverage is for \$2,000,000, with a \$1,000 deductible

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee - Notes

March 15, 2023 at 7:00 p.m.

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Present: Vai Teng Law, Hamdi Abdo, Pierre Bois, Liliana Sanchez, Josh Grainger, Susanne Burkhardt, May Seto (recorder)  
Regrets: Shirin Karim, Andre Riolo  
Guests: Tammy Rogers, Camille Bettonville, Kavya Pai

#### 1. Welcome

#### 2. February Meeting Notes – no changes needed

#### 3. Diversity, Equity & Inclusion (DEI)

##### *a. Board-Staff DEI Committee*

- Susanne provided some background and history of this committee. One of the DEI Audit commendations was establishing a board-staff DEI committee
- Liliana and Josh are staff reps, and we hope to add one more staff. The intention is for this committee to meet just before and be linked to the MOI Committee. MOI agenda will include reports from this committee. May want to meet as a sub-committee more frequently also.
- Susanne presented the audit recommendation for establishing the staff-board DEI committee, which is a good guide to follow, with adaptations to fit with the Applegrove context.
- Susanne will draft a Terms of Reference for the staff-board DEI committee as a starting point. The group discussed posting committee minutes in the workplace
- Ideas on possible goals for this committee:
  - Find ways to engage staff in the process, hear what their suggestions are and how their messages can get back to the committee
  - Include TRC mandate, engage staff through events/engagement sessions
  - Host internal team activities and engagement, make staff feel connected to this process
  - Have this committee think about activities to do with staff
  - Understand where we can focus our energy because there is a lot of information
  - Make sure that DEI is folded within the strategic planning
  - A number of recommendations related to policies ie., complaints policy or process for staff; can committee guide the policy work?
  - Seems there are two streams we can go with:
    - a. Host and do stuff



b. Strategy and systems side

- Have board and staff work together on DEI work, engage staff in the work that board does, provide more face time to lessen the disconnect between the board and staff
- Consider a staff survey to see what they want the DEI committee - Liliana and Josh will meet with Susanne on this

b. *DEI Definition*

- Have had some discussion but Shirin is not at meeting so will be deferred

c. *Staff Ideation Sessions*

- Have had two so far, with a third planned for early April on the topic of advancement.

**4. Program Evaluations**

- Susanne summarized the program evaluations and is happy to share the full evaluations if members would like a copy (60 pages).

**5. AGM Planning**

- Planning is well underway and materials are being drafted. Some elected representatives are confirmed but may send their reps.
- We are following up on food options.
- We are part way through the annual report but waiting for the financial numbers, which will be a preliminary financial report as the audit has not yet been completed.

**6. Committee Work Plan**

- Susanne provided an overview of the annual work plan, which includes some scheduled items as well as additional items that emerge over the course of the year.

**7. Nominations Committee**

a. *Recruitment Update*

- Vai shared a document of the recruitment responses of interested candidates
- Vai still needs to meet with the two new members that just submitted their applications and share with the group what their strengths are.
- Committee members discussed strengths of each candidates.
- The intention is to move forward with a slate of nominations. Susanne will check on whether we will need to open the floor to nominations.

**8. Other Business - None**

## **Program Update – April 2023**

### **Prenatal**

- The program is going well. We had 14 women join online in late March.
- Discussion underway about bringing the program back in-person once a month.

### **EarlyON Programs**

- It's been much busier in the drop-in with some new families attending both sites.
- The Casual/Relief staff continue to support the program and are all doing a great job.
- We have re-posted the part-time Program Worker position and the deadline for applications is April 24.

### **Afterschool**

- No news to report other than things are going well at our Duke location.
- We have reached out to the Satellite parents to help promote the Satellite program and informed them if we don't reach a target registration of 15, we may need to close the program.

### **Youth Programs**

- The Leadership program on Thursdays has a group of 5 youth consistently attending. They ran some activities at the AGM. One of the youth received an award.
- Staff met with the youth staff to discuss the low attendance in the Tuesday youth program. Everyone agreed that the program might be more successful if we started doing some leadership or certification courses (e.g. Babysitting Course). Staff will speak to the youth who are attending and let them know about the changes to the program.

### **Older Adults**

- May and Susanne continue manage the Older Adults Program while the Adult & Seniors Coordinator is on leave.
- We have seen an increase in attendance and some new members attending.
- Line Dance, Yoga, Good Food Markets, Cooking and Food Champions continue to be popular choices.
- We had to reschedule our Food Handler's certification course to April but have over 15 people attending, some from our Food Champions group and some from the Food Bank.
- Our Food Champions project ended on March 31<sup>st</sup>. It was a huge hit and we just received a new New Horizons grant in the amount of \$24900 to keep parts of the project running.
- We also submitted a Seniors Community Grant that will also keep the Food Champions project going if successful.
- We will be running our line dance program and a pickleball program in the gym in the summer months.

**Summer Camp and Leadership**

- Summer Registration has gone really well. We have only week 6 available with 9 spots
- Leadership registration is going well too. We have 4 spots left in session 1 and 3 spots left in session 2.
- We are doing interviews for summer staff hiring and should know if we are successful in Canada Summer Jobs funding in early May.

**Income Tax Clinic**

- Our FREE tax clinic runs on Wednesdays from 9:30 to 4 pm and began in March and will end on April 26.
- Eligible clients must earn less than \$35,000 and have a simple return. For couples, the threshold is \$45,000.
- We have 3 volunteers (1 doing returns virtually) and myself doing returns and we have completed over 100 returns to date.
- It's been super busy and our clinic is full. Although we are full, we continue to get phone calls about income tax preparation.
- The CRA provides some funding to Applegrove to help with cost. Last year we received \$1100 to help with expenses.

# Neighbourhood Food Hub

## Applegrove Board - March Activity Update

Prepared April 14, 2023 by Daniel Taylor

Link to: [2023 Metric Dashboard \(updated bi-weekly\)](#)

### Notable Metrics (March)

- Most program time: Applegrove (50%)
- Most public participants: Greenbelt Markets/Hub Market (81%)
- Most volunteers: Club Sandwich (93%)
- Significant increase from February across priority KPI's (participants, volunteerism)
  - Participants: 98% increase (443 to 870)
  - Volunteers: 75% increase (97 to 170)
  - Approx. 15 - 20% increase in space-use
- 4871 sandwiches made and distributed by Club Sandwich volunteers
- Club Sandwich averaged over 30 volunteer youth on Tuesdays.

### Programming

- Greenbelt Markets has begun booking out The Sanctuary as a multi-purpose arts venue.
- "The Hub Market" funded through Healthy Communities Canada, has so far exceeded expectations and is fast becoming a valuable connection with the wider community.
- The Food Champions and its collaboration with Club Sandwich has become a weekly programming highlight.

### Active Programs in March

1. Applegrove
  - Yoga
  - EarlyON
  - Food Champions
  - Income Tax
  - AGM
2. Club Sandwich
  - Youth Drop-in (Tuesdays)
  - Food Champions Collaboration (Thursdays)
3. Greenbelt Markets:
  - a. The Hub Community Market

- b. LaunchPAD Program
- c. Community Shared Agriculture

## **Partnerships**

### Developing a Glen Rhodes Joint Partnership Model

- In a March 17th Glen Rhodes Working Group meeting with EEU, Nourish East End, Applegrove and Greenbelt Markets, all parties agreed in principle to a Draft Joint Operations Plan and to moving forward under a single brand. For now, this will be The Glen Rhodes Food Hub.
- Work has begun on a joint training plan for the partners working in the Glen Rhodes space.
- A visioning and strategic planning meeting has been set for April 21 to move forward on immediate priorities and begin work on a longer-term visioning process for the Glen Rhodes Food Hub.

## **Space Upgrades & Renovations**

- Room B22 was renovated/converted into a workspace/pantry/production space for new incoming space-user and incubatee Ti Kay La Foods, a St. Lucian family business launching with the support of Greenbelt Markets.
- Talks are in progress with EEU about replacing the current sink in the commercial kitchen with a larger unit in line with space user needs.
- Space quality issues remain but collaboration with EEU has increased significantly.

**Applegrove Community Complex**  
**Correspondence / Information Received**  
 March 2023

From (Date Received)	Regarding	Action(s)
City Planning (Feb 23, 2023)	Notice of passing of Zoning Bylaws 155-2023 and 156-2023 under the Planning Act, to permit multi-tenant houses in the City of Toronto. Appeals can be file by March 13 by filing a notice of appeal with the City Clerk att'n Raneisha Hemmings.	R&F
City Planning (Mar27, 2023)	Notice of passing of Designation Bylaw 137-2023. Which designates the lands, buildings and structures known as 415 Broadview Ave. as a property of cultural heritage value or interest. Appeals may be made by filing a notice of appeal with the City Clerk.	R&F
City Planning (April 3, 2023)	Notice of public meeting re. Proposed Technical Amendments to City of Toronto Zoning By-law 569-2013. April 27 9:30 a.m. at City Hall, Committee Room 1, 2nd floor and By Video Conference. An online version of this Notice is available at <a href="https://www.toronto.ca/city-government/public-notices-bylaws/">https://www.toronto.ca/city-government/public-notices-bylaws/</a>	R&F
	Notice of public meeting re. City-Initiated Amendments to the Official Plan and Zoning By-law 569-2013 to permit the Development of Duplexes, Triplexes and Fourplexes on lands designated Neighbourhoods and subject to the Residential zone category. April 27, 2023 at 2:30 p.m. at City Hall, Committee Room 1, 2nd floor and by Video Conference. For more information see <a href="https://www.toronto.ca/multiplex">https://www.toronto.ca/multiplex</a> or contact Melanie Melnyk, Project Manager at 416-392-4524, / <a href="mailto:Melanie.Melnik@Toronto.ca">Melanie.Melnik@Toronto.ca</a> or Philip Parker, Project Manager, at 416-338-4161 / <a href="mailto:Philip.Parker@Toronto.ca">Philip.Parker@Toronto.ca</a> .	R&F

*\*R&F = Receive and File*

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