



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

**Board of Management Meeting
May 29, 2023**

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement
- D. Declaration of Conflicts of Interest
- E. Minutes of February 27 and April 24 Board of Management Meetings (*attached*)

7:10

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)

7:20

- G. Personnel & Policy Committee (*May 23 notes attached*)

7:25

- H. Executive Directors Report

7:30

- I. Strategic Planning Discussion (*discussion questions sent separately*)

8:30

- 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.

Chair

Secretary

**Minutes of the Board of Management Meeting
April 24, 2023 (In-person)**

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

Present: Brian Buchan, Camille Bettonville, Shirin Karim, Sarah Lasch, Ann McKechnie, Sue Munn, Eadit Rokach, Andre Riolo, Jim Valentine (Chair)
Regrets: Sara Ehrhardt, Councillor Paula Fletcher
Absent: Tammy Rogers, Moneca Yardley
Staff: Susanne Burkhardt, May Seto (recorder)

A. 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.

B. Welcome and Introductions

Jim welcomed all new board members and everyone introduced themselves.

C. Indigenous Land Acknowledgement

The Personnel & Policy Committee suggested that at each board meeting, one person choose a call to action that is meaningful to them, present it at the meeting and share their reflection on it. This will help us to learn about and from each other, and hear some different perspectives.

Sue reflected on calls 14 and 49, which speak to Truth and Reconciliation at museums and libraries. She also reflected on the Doctrine of Discovery that the Pope repudiated this past week. She noted that she has concluded that reconciliation is a perpetual process, and one thing she is doing is to support an organization in her home province of New Brunswick that is working to maintain their Indigenous language.

Jim asked for another volunteer for next meeting, and to reach out by email if someone is interested.

D. Declaration of Conflicts of Interest – None

E. Minutes of the April 24 2023 Board of Management Meeting – deferred

F. Finance

F.1. Audit Update

Susanne shared that the audit is usually done by now, but we have had some delays. Some of the challenges were Applegrove's issues, with an added cybersecurity section

and some issues with OMERS summaries and bank reconciliations. We will have to pay extra fees due to the delay and have funds available to cover this.

F.2. Year to Date Financial Report

Monica provided an update and informed members that Applegrove has closed our year. The bank statements have been reconciled and deferred funds moved to 2023. All the clean up has been done as a result of the audit and the first quarter looks good.

The 2023 admin budget was approved for \$61,8705 and shows a variance because the City payment schedule is not aligned with our monthly budget calendarization. The revenues and expenses will equalize over the year.

The YTD program budget shows a significant positive variance in revenue that is due to deferred grant revenue from 2022. Program expenses also show a favourable difference due to reduced salaries, benefits, and spending. It will level off as we start to spend throughout the year. Overall we are doing pretty well.

Susanne provided an update on SAGE and explained the previous system to run reports. Staff have worked over the past 2 years to run reports more efficiently and are in discussion with our SAGE consultant to enable the system to generate separate reports for individual grants and programs.

MOTION (McKechnie/Munn)

To accept the YTD Financial Report.

Carried

F.3. Grant Approvals

Susanne informed members that some funders require proof of board approval, but not all. For efficiency, a motion to approve all regular annual grants is recommended.

MOTION (Buchan/McKechnie)

To authorize the submission of Applegrove's remaining 2022 annual grant applications, including but not limited to applications for the Summer Day Program (Children's Services), Community Volunteer Income Tax Program (Government of Canada), Seniors Active Living Fair (Ontario Association of Seniors Centres), and the CHUM City Christmas Wish (CP24 CHUM).

Carried

MOTION (Lasch/Bettonville)

To operate a summer day camp in 2023.

Carried

G. Personnel Committee Report

G.1. Board Self Evaluation Results

Jim presented a summary of the results. Some of the recommended improvements have been implemented, including earlier distribution of board packages and a new approach to the TRC calls to action that is more meaningful. Others will be rolled out in future e.g. once strategic planning is done, reporting on key metrics will be possible.

G.2. Board Orientation

Susanne has been in touch with new members for board orientation. Board orientation is planned by the Personnel and Policy Committee, and is underway for new members.

H. Officers and Committees

H.1. Select Officers

Jim provided an overview of the terms and positions. After some discussion, Jim and Moneca would like to continue as Chair and Treasurer respectively. Susanne reviewed the duties of the board secretary. Sue was happy to do the vice chair role and Ann is interested in the secretary role.

H.2. Select Committee Members

Susanne provided an overview and shared that the Personnel & Policy (PP) committee falls under the Board of Management and includes the TDSB rep. Both Membership, Outreach & Inclusion (MOI) and Strategy & Finance (SF) fall under the Board of Directors. Susanne also provided an overview of what each committee does:

- MOI members: Sarah (Co-chair), Sue, Shirin (Co-chair), maybe Vai and Pierre
- PP members: Sara Earhardt, Jim Valentine (Chair), Camille
- SF members: Moneca (Chair), Ann, Brian

MOTION (Buchan/Bettonville)

To appoint the Officers as proposed, for the term April 2023 to 2024 post-AGM election.

Carried

MOTION (Karim/McKechnie)

To approve the standing committee membership and Chairs as proposed for the term April 2023 to 2023 post-AGM election.

Carried

I. Strategic Planning Update

Susanne provided an update. She asked the board to ratify the decision made by email to engage SN Management. The agreement is signed and there has been one meeting with the consultants and the Board Staff Strategic Planning Working Group. The consultants will

Board of Management Minutes

April 24, 2023

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come to May or June board meeting and the process is expected to be ready for Board approval in October or November.

MOTION (Buchan/Lasch)

To ratify the motion made by Jim and seconded by Moneca, and circulated by email on April 3: To approve the engagement of SN Management for the development of a new strategic plan for Applegrove as circulated.

Carried

J. Adjournment

The meeting was adjourned on a motion by Ann McKechnie, seconded by Camille Bettonville.

Chair

Secretary



FINANCIAL VARIANCE REPORT
For the period ended April 30, 2023 (January 1 to April 30)

ADMIN REVENUE

Total budget revenue for 2023= **\$618,705**
YTD budget gross revenue = **\$206,235**
YTD actual gross revenue = **\$206,349**

The interest earned on the Admin/Core account makes up for the \$114 difference in revenues.

ADMIN EXPENSES

Total budget expenses for 2023= **\$618,705**
YTD budget gross expense = **\$206,235**
YTD actual gross expense = **\$206,349** an unfavourable variance of \$114.

The interest earned on the Admin/Core account makes up for the \$114 difference in revenue. We do not budget for the interest received on the Alterna bank account as we do not know the rate or monthly balance.

Note: These expenses factor in accruals for expenses that we know will be incurred across the year e.g. Sage software at \$4,700 to be paid in November, audit fees of \$9,000, etc.

PROGRAM REVENUE

Total budget revenue for 2023 = **\$1,004,221**
YTD budget gross revenue = **\$282,991**
YTD actual gross revenue = **\$368,311** a favourable difference of **\$85,319**

The variance is largely due to deferred revenue moved from 2022 (e.g. Metcalfe Foundation, Healthy Communities Initiatives, Seniors Active Living Centre) as these grants were received in 2022 with some activities taking place in 2023. Some recurring grants like EarlyON, Seniors and Prenatal, have increased slightly but so have the expenses, so there is no significant variance there.

PROGRAM EXPENSES

Total budget expenses for 2023= **\$1,004,173**
YTD budget gross expense = **\$284,969**
YTD actual gross expense = **\$277,956** a favourable difference of **\$7,013**.

Reduced salaries, benefits, and furniture and equipment spending and higher than anticipated purchased services costs (e.g. Neighbourhood Food Hub) contribute to the \$7,013 variance. In general, all the programs' spending is lower than budgeted. 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
CORE-ADMINISTRATIVE REPORT
AS AT April 30, 2023

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	116,144	116,144	0	
Benefits	34,441	34,441	0	
Materials & Supplies	786	1,313	527	
Furniture & Equipment	41	2,505	2,464	
Purchased Services	54,937	51,832	-3,106	
Total	206,349	206,235	-114	
INCOME				
Government Funding				
City of Toronto	206,235	206,235	0	
Total Government	206,235	206,235		
Others				
Misc.	114	0		
Total Others	114	0		
TOTAL INCOME	206,349	206,235	-114	
SURPLUS(DEFICIT)	(0)	0		

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM REPORT
AS AT April 30, 2023

	Program Total	Prg. Bud. Total	Variance \$	%
EXPENSES				
Salary	153,544	185,383	31,839	17%
Benefits	30,665	35,191	4,526	13%
Materials & Supplies	23,373	18,321	-5,052	-28%
Furniture & Equipment	1,060	9,832	8,772	89%
Purchased Services	69,313	36,242	-33,071	-91%
Total	277,956	284,969	7,013	2%
INCOME				
Government Funding				
City of Toronto	90,749	88,824	-1,925	-2%
Province of Ontario	21,350	17,567	-3,783	-22%
Federal Government	101,251	30,037	-71,214	-237%
Total Government	213,350	136,428	-76,922	-56%
Non-Government Funding				
Charitable Organizations	1,951	1,733	-217	-13%
Foundations/Corporations	31,804	9,071	-22,733	-251%
Total Non-Government	33,755	10,804	-22,950	-212%
Donations/Fundraising				
Charitable Donations-individual	1,670	8,016	6,346	79%
Fundraising	1,440	2,642	1,201	45%
Total Donations/fundraising	3,110	10,657	7,548	71%
Others				
User Fees	113,450	122,386	8,936	7%
Misc.	4,646	2,715	-1,930	-71%
Total Others	118,096	125,102	7,006	6%
TOTAL INCOME	368,311	282,991	-85,319	-30%
SURPLUS(DEFICIT)	90,355	(1,978)	-92,332	4669%

APPLEGROVE COMMUNITY COMPLEX				
STATEMENT OF FINANCIAL POSITION				
April 30, 2023				
		2023	2022	
CURRENT ASSETS				
Cash		552,288	398,039	
Short-term investments		146,009	145,791	
Due from the City of Toronto - vacations payable		27,833	17,122	
Due from the City of Toronto - deficits		3,082	0	
Accounts Receivable		5,787	37,802	
Prepaid Expenses		6,213	7,479	
		741,212	606,233	
Leasehold improvements - Admin		40,002	40,002	
Accum. Amort. Leashold improvements		-16,001	-8,000	
Equipment - Safe Start		8,034	8,034	
Accum. Amort. Safety Start		-2,410	-803	
Equipment - Seniors		4,014	4,014	
Accum. Amort. Seniors		-1,814	-605	
Equipment - Summer Camp		2,603	0	
Accum. Amort. Summer Camp		-87	0	
Tangible Capital Assets		34,340	42,641	
Long-term Receivable - City of Toronto		197,359	206,173	
		972,911	855,047	
LIABILITIES, NET ASSETS AND RESERVES				
Current Liabilities				
Due to the City		-	5,902	
Accounts payable and accrued liabilities		148,133	32,879	
Deferred contributions		187,466	-	
City of Toronto working capital advance payable		-	10,871	
		335,600	49,652	
POST-EMPLOYMENT BENEFITS PAYABLE		197,359	206,173	
Deferred Capital Contributions				
Deferred Capital Contributions - Leashold Impr.		32,002	32,002	
Accum. Amort. Deferred C.C. - Leasehold Impr.		(8,000)	-	
Deferred Capital Contributions - Safe Start		8,034	8,034	
Accum. Amort. Deferred C.C. - Safe Strat		(2,410)	(803)	
Deferred Capital Contributions - Seniors		4,014	4,014	
Accum. Amort. Deferred C.C. - Seniors		(1,814)	(605)	
		31,824	42,641	
		564,783	298,466	
Net Assets				
Program funds		(24,002)	957	
Parent/Child Drop-in		(9,529)	352	
Afterschool		86,919	60,518	
Teen program		2,148	7	
Seniors programs		3,106	4,687	
Summer programs		43,972	27,715	
The Applegrove Connection		9,123	(246)	
HOBG		10,425	9,249	
Food Hub		1,075	(5)	
Core Etransfer Account		(10,297)	5,156	
Agency level funds		64,799	56,266	
Program current period un-distributed		90,355	170,753	
Admin current period		(0)	76,171	
		268,094	411,580	
		832,877	710,047	
Reserves				
Operating		120,000	120,000	
Infrastructure		15,000	15,000	
Strategic plan		5,034	10,000	
		140,034	145,000	
		972,911	855,047	

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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"COMMUNITY AT ITS CORE"

Personnel and Policy Committee

Confidential Meeting Notes

May 23, 2023 - 5:00 pm

Present: Jim Valentine (Chair), Sara Ehrhardt
Regrets: Camille Bettonville
Staff: Susanne Burkhardt (recorder)

1. Notes from March 20 Meeting

No changes are needed.

2. Staffing

a) Updates

The EarlyON Program Worker and Bookkeeper/Information Clerk positions were both posted and interviews are underway. A part-time position to support food-focused programming will be piloted in order to grow Applegrove's presence and programming at the Food Hub, with the goal of growing the position over time.

The hiring report confirmed that adequate summer staff were hired. It was pointed out that it appears that there are fewer male counsellors than in previous years. Susanne reported that the local AOCCs met with MP Julie Dabrusin regarding the cuts to the Canada Summer Jobs in the rising. There is not much to be done for this year, however Julie plans to request that jobs that support community service be prioritized. Another meeting will be scheduled for fall, to revisit this. As School Trustee Sara is ready to provide a letter to confirm the need/value of this approach.

Susanne reported that she completed the review of the complaint received in March and notified the complainant of the findings.

b) Management Compensation

The City has not yet provided the requested documentation and information on the implementation of COLA and the new non-union pay scales.

3. Performance Evaluation

a) ED 2023 Performance Objectives

Members and Susanne discussed her 2023 performance objectives and progress to date. It was suggested that Susanne consider succession planning and that strategic planning will help provide outcomes that can be monitored. Susanne will provide an update on succession planning at the next committee meeting.

4. Board

a) Board Exit Questionnaires

Susanne will circulate these to the committee for review. Overall they are positive, with some suggestions for improvement that are similar to those identified in the board self-evaluation survey.

b) Board Orientation

Susanne reported that orientation is proceeding as planned. Four new members attend the Applegrove 101 session, most board members have completed the AODA training, and the Board manual and reading list were distributed. Susanne will check in with new members in early June on their independent activities. Feedback provided indicates that orientation is more thorough than in the past.

5. Policy

In recent years Susanne has worked to assemble and organize policy files, and staff now have access to all policies on the server and in a binder in the office. Policies are reviewed at staff and team meetings, through training and memos, and as issues arise. New staff are required to read a number of policies as part of onboarding. Susanne will consider how to further enhance staff awareness of policies.

The committee reviewed the list of Applegrove policies and discussed the need to develop a realistic policy review schedule, which would likely allow for 4-5 policies per year to be reviewed. It was suggested that as policies are reviewed, that other AOCCs be canvassed for their policies to reduce the work required to develop new policies.

Susanne will report back to the committee with a proposal for policy review that considers multiple factors such as policy age, risk, and frequency of use to rationalize a prioritized review list. The committee discussed that very old policies would require review of whether they are still reasonable and being used, before determining whether to retire them. Another suggestion was to look at harmonizing policies if/where possible.

6. Other Business

Susanne provided an update on the closure of the Satellite Afterschool Program. It was recommended that staff review and update communications tools and methods generally, for example to make better use of local social media groups.



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Board of Directors Meeting

May 29, 2023

AGENDA

8:30

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of April 24 Board of Directors Meeting (*attached*)
4. Homologation of May 29 Board of Management resolutions

8:35

5. Program Update (*attached*)
6. Satellite After School Program (*briefing note sent separately*)

8:45

7. Standing Committees
 - 7.1. Membership, Outreach & Inclusion Committee Report (*May 17 notes attached*)
 - 7.2. Strategy & Finance Committee Report (*May 17 notes attached*)

8:50

8. Ontario Not-for-Profit Corporations Act (ONCA) Presentation (*slides sent separately*)

9:25

9. Directors' Concerns
10. Correspondence and Information Received (*attached*)

9:30

11. Adjournment

Next Meetings and Events

AOCC Board of Management Orientation June 19

Board Meeting June 26

**Minutes of the Board of Directors Meeting
April 24, 2023 (In-person)**

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

Present: Brian Buchan, Camille Bettonville, Shirin Karim, Sarah Lasch, Ann McKechnie, Sue Munn, Eadit Rokach, Andre Riolo, Jim Valentine (Chair)
Regrets: Sara Ehrhardt, Councillor Paula Fletcher
Absent: Tammy Rogers, 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. Declaration of Conflicts of Interest

None

3. Minutes of April 24 Board of Directors Meeting

MOTION (Munn/Karim)

To accept the minutes of February 27, 2023 Board of Directors Meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Bettonville)

To homologate the resolutions made by the Board of Management at its April 24, 2023 meeting, as presented.

Carried

MOTION (Munn/Karim)

To discuss the next items in camera, as they deal with confidential information.

Carried

5. In-Camera Minutes for Board of Directors Meeting of February 27, 2023

6. Lease Update – see in camera notes

MOTION (Munn/Bettonville)

To return to the public meeting.

Carried

MOTION (Karim/Munn)

To accept the in-camera minutes of the February 27, 2023 Board of Directors meeting.

Carried

7. Board Learning Snapshot

Susanne provided an overview of board liability insurance, which covers the actions and decisions of board directors and officers. Applegrove board members are covered by:

- a. Public Officials Errors and Omissions Liability Insurance (provided through the City for Board of Management)
- b. Directors and Officers Liability Insurance (purchased annually for Board of Directors)

8. Standing Committees

8.1. Membership, Outreach and Inclusion Committee Report

A recommendation of the Diversity, Equity and Inclusion (DEI) audit was to establish a DEI committee. The Staff-Board DEI Committee met for the first time in March and is linked to this committee. Staff committee members are creating a staff survey to consult on committee activities and priorities. Ideation sessions for staff continue – the most recent one was on advancement. As there was much to be discussed another session will be scheduled on this topic.

8.2. Strategy and Finance Committee Report

Deferred

MOTION (Munn/McKechnie)

To accept the March 16 Membership, Outreach and Inclusion Committee report.

Carried

9. Program Update

May provided an overview and key highlights.

10. Program Evaluation Summary

Susanne shared that evaluations were generally very positive, with suggestions provided for each program. May and Susanne met with all programs to develop a program plan that responds to evaluation feedback. The 2022 Seniors Program evaluation included demographic questions which yielded interesting data on participant diversity, which in turn relates to needs.

11. Neighbourhood Food Hub Update

Susanne provided an overview of how the food hub came about, and on its evolution since the

pandemic when it's focus was on emergency food. To strengthen the partnership between Applegrove, Greenbelt Markets and Nourish, a working group is looking at opportunities for integrating Food Hub our mutual operations to become more effective and efficient, as well as visioning for our long-term partnership in the space. Susanne shared she has asked Greenbelt Markets to shift to quarterly food Hub reports that include financials.

12. Executive Director's Report

Susanne is working on the Ontario Nonprofit Corporations Act transition with Susan, former Applegrove ED and invited members to participate - Brian expressed interest. Details on the transition process will be presented at the next board meeting. Susanne shared that we received 77 applications for the half time bookkeeper position and are on the 4th round of hiring for the part-time ECE position. Nourish has asked Susanne to join their board and Susanne asked members to share their thoughts on whether this raises any issues to consider from an Applegrove perspective. Members felt that Susanne could recuse herself from any decisions where there could be a conflict of interest, and did not identify other concerns.

13. Directors' Concerns

None

14. Correspondence & Information Received

Members reviewed the list of correspondence received and did not identify any items requiring discussion.

15. Adjournment

The meeting was adjourned on a motion by Camille Bettonville, seconded by Sue Munn.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee - Notes

May 17, 2023 at 7:00 p.m.

Present: Hamdi Abdo, Shirin Karim (Chair), Sarah Lasch, Sue Munn, Tammy Rogers
Staff: Susanne Burkhardt, Josh Grainger, Liliana Sanchez Valdez, May Seto (recorder)
Regrets: Pierre Bois

1. Welcome and Introductions

Introductions took place and Shirin welcomed new members

2. Board-Staff DEI Committee

a. Committee Meeting Notes

The March notes were reviewed. No changes required.

b. Staff Survey

Liliana provided an update. Members felt it was a good idea to implement a survey to include staff input and ideas. The staff committee reps will take the lead and send it out to the staff. Results will be available at the next meeting.

The survey is divided into two parts:

- 1) what should the DEI Committee do and how should it engage staff
- 2) collecting updated sociodemographic data from staff (voluntary) to help inform DEI work.

Liliana highlighted that we want to make sure there are cultural celebrations throughout the year, and the idea of a suggestion box for staff to provide anonymous input.

Committee members suggested that Applegrove expand its collection of socio-demographic data for program participants as there was a good response when it was piloted with the seniors and we got a lot of useful data. Susanne suggested that we give thought to the best point at which to gather data e.g. registration, evaluation, etc.

c. Draft Terms of Reference

Susanne provided an overview. This is the first draft at the Terms of Reference. She did not draft the responsibilities so that members could contribute to the discussion as the committee gets a better sense of it's areas of focus.

Purpose - Members felt it was a good reflection of the purpose. Sue shared that the "acceleration" action word that doesn't fit all situations as it can focus on speed and felt that we may not want to use the word in the purpose. Other members suggested the word "enhance" or "advance" instead.

Structure and Membership - Susanne asked if Management staff should be members or play a supportive role. It was agreed that they should be members. Susanne asked for input on how to address a situation of there being more staff interested than spots on the committee. Ideas discussed were an election and an application for the MOI committee to review. With respect to committee size, having too many people can be challenging to work with and having many staff would have financial impacts.

It was agreed that:

- 1-year term of service would allow for turnover, and that staff can serve multiple and consecutive years
- the committee will have discretion to determine its membership numbers
- the committee will have the ability to select staff members by emphasizing representation of diversity among staff e.g. consider tenure, age, position, etc.

Meetings and Accountability – This looks good and there may be some additions later. Sub-committees could also form and meet separately.

Responsibilities – To be discussed at next meeting.

Susanne will make edits and re-send to members.

d. Staff Ideation Sessions

Shirin shared that four staff attended yesterday's session on career advancement and they had a good candid discussion. There were some good ideas that Ann captured in the notes. The session wasn't as well attended as others but the discussion was more on topic and there was more room to talk. It was also the 2nd session on this topic (1st session had 8 or 9 people). More promotion will be done for the next session in June.

e. Other Business

Susanne shared that the City will be rolling out an employee engagement survey in September. Results will show how Applegrove does in comparison to other AOCCs and the City. Susanne will keep committee in the loop

3. MOI Committee Meeting Notes

March notes had some typos, otherwise no changes needed.

4. Program Brochures

Susanne showed the members an example of a brochure that Josh created. There will be 4 brochures for: Families & Early Years, Children & Youth, Adults & Seniors and a general one for the agency. Staff have been working hard to get good photos.

5. Applegrove Membership Model

Susanne shared background information on Applegrove's membership as the committee will need to provide input on this as part transitioning Applegrove from the Ontario Corporations Act (OCA) to the Ontario Non-profit Corporations Act (ONCA). At Applegrove, when participants attend activities they become a member and our members list keeps growing over time. This is not an ideal model as it is unwieldy and we don't know who is really connected to Applegrove, making membership less meaningful. When Susanne came to Applegrove a membership model had been developed but due to some concerns it was not implemented. If we get the CRM software we have been working to get City approval for, this will provide a logical point to do a reset on membership also.

6. Other Business

Susanne provided an overview of the Satellite Afterschool program and shared that there are currently 6 kids in the program and numbers have been decreasing over the past few years. Outreach was done throughout the year and some parents helped with promotion as well. The program would need 12 kids to break even and we currently have 10 people registered. Our target number is 15 children to account for attrition and cover any increasing costs. Applegrove has received a complaint over the closure of the Satellite Program. Susanne will be preparing a briefing note for the board meeting, at which the decision will be discussed further.

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee – Notes

May 17, 2023 - 5:30 p.m.

Present: Moneca Yardley, Ann McKechnie
Staff: Susanne Burkhardt (recorder), Monica Vela
Regrets: Brian Buchan

1. February 15 Meeting Notes – no changes needed, accepted as presented

2. Finance

a. Audit

The auditors will work on our audit in the first week of June. Due to delays in being able to provide some materials e.g. OMERS information and challenges with bank reconciliation in the initial time frame planned for the audit the auditor postponed some work on our file. This will result in an additional fee that is not yet known. The report presented at the AGM was presented as preliminary, as in past years.

b. Year to Date Financial Report

Monica provided an overview of the financial report. The City/Admin figures reflect deferrals and accruals made for future known expenses (eg. Sage software license fee, audit fee) to more effectively show our current status.

c. Program Reserves Policy

The committee reviewed the proposed amendments, which are based on its previous input. Susanne noted that the monthly operating costs shown are based on a rough calculation, and that staff will confirm these. Once these are included, the committee agreed that the amended policy could go to the board for approval.

3. Organizational Planning & Projects

a. Strategic Planning

Susanne provided an update on the strategic planning process to date. The consultants will attend the next board meeting for 1 hour, with discussion questions to be sent out in advance.

b. Ontario Not-for-Profit Corporations Act (ONCA)

A working group has been created to work on Applegrove's transition which must be done by October 2024. To date the group has reviewed Applegrove governing documents, developed a work plan, and is using a workbook to go through the

changes needed in details, identifying decisions that the board will need to make. A presentation will be provided to the board at its next meeting.

4. Partnerships and Grants

a. Grants

The committee reviewed the grants table. Ann asked about how Applegrove identifies grants – Susanne and May are on some funder mailing lists, via networks and announcements, and some are annual grants that we are familiar with.

b. Neighbourhood Food Hub

Susanne asked the Food Hub to shift to quarterly reports with financials. She reported that the partnership development work Greenbelt Markets and Nourish is going well, and that Applegrove plans to play more of a role in program delivery at the Food Hub. Susanne shared the dashboard that Greenbelt Markets has developed, with great data visualization of key metrics at Glen Rhodes.

c. Customer Relationship Management System / Online Registration

Susanne provide an overview of the ongoing effort to secure a cloud-based system for online registration and membership. The process of getting City approval has been very slow, detailed and frustrating. Issues relating to privacy and cybersecurity remain unresolved. As a small agency looking for a small contract, having to meet rigorous City standards presents a significant challenge.

5. Risk Management

a. Cybersecurity Update

Applegrove is taking part in the City's Cybersecurity Confirmation Program, which is looking at the cybersecurity status of City agencies. Over the past 1-2 years, we have increased staff training, strengthened our IT systems and protections, developed a Cybersecurity Incident Response Plan, and documented numerous IT procedures. We are also working toward an agreement with our IT service provider and Jake is drafting IT policies that reflect City requirements. It is an ongoing challenge to do this work with few resources. Jake has been very helpful, and when he leaves we will need to work more closely with BizSys, our IT service provider

6. Annual Committee Work Plan

Members to review on their own.

7. Other Business

Ann is unable to attend on June 14. If other members are also not available, the meeting will be rescheduled.

Program Update – May 2023

Prenatal

- The program is going well.
- The program was scheduled to do a gathering of participants on May 15 at the Food Hub, but it will be rescheduled because participants could not make it.

EarlyON Programs

- The PC drop-in continues to be busy and our satellite location is seeing new families each week. More outreach will be done by staff in the coming month.
- We re-posted the part-time Program Worker position and offered the position to one successful candidate. However, the person took another job elsewhere.
- Our EarlyON consultant approved the removal of the RECE requirement for the job posting because it has been so difficult for us to hire someone. We plan have re-posted the position and hope to have some internal candidates apply.
- We have 2 TMU students from the Early Child Studies Program doing their Spring placement session from May 8 – June 13.

Afterschool

- No news to report other than things are going well at our Duke location.
- Staff are starting on registration for next school year. The waitlist at Duke remains long.
- In a last effort to keep the Satellite program open, both staff and parents of the program did additional outreach in early May. We did have some phone calls from interested parents, but mainly for younger children in kindergarten.
- Unfortunately, we did not meet our target number of 15 by May 12. As a result, the decision was made to close the program after this school year. The decision was timed to give the parents enough time to find alternate care, and to give staff enough time to plan for adding an additional group at Duke to address the waitlist and help with the loss of program funds from the closure of the satellite program.
- If there is demand in future years, we can look at opening another program.

Youth Programs

- Nothing new to report.
- Our weekly Youth drop-in program has been suspended due to low attendance. We have consulted with the program staff and plan to transition the program to a skills/leadership format (babysitting course, etc.) starting in the fall.
- Our partnership with Ralph Thornton and Eastview for Youth Leadership funding will continue as we just received notification that we received 3-year funding with the Toronto Urban Health Fund.

Older Adults

- May and Susanne continue manage the Older Adults Program while the Adult & Seniors Coordinator is on leave.

- We have seen good uptake and many seniors are coming out to in-person programs
- Our new programs (book club, cooking and bowling) have been very successful.
- We have added a Naturopathic workshop series starting in May. It will be offered in June and July as well.
- We hope to plan some day excursions now that the weather is getting warmer.

Summer Camp and Leadership

- Summer registration is full with the exception of a few spots in week 6.
- Leadership registration is full, even after adding 2 spots to each session.
- The summer staff have all been hired.
- The east end AOCCs met with MP Julie Dabrusin to share our concerns about the Canada Summer Jobs (CSJ) funding cuts. She will see if there are any available funds for our agencies as the program rolls out, and share our feedback with CSJ program staff.

Income Tax Clinic

- The income tax clinics are done for the year.
- We had 3 volunteers along with myself doing returns.
- We helped 208 individuals, 67 of which were seniors, do their returns and we were able to help them get back \$147,468 in tax refunds.
- We also served 17 low-income families and helped them apply for their Child Tax Benefit which resulted in getting a total of \$273,197 for them.

Applegrove Community Complex
Correspondence / Information Received
 May 2023

From (Date Received)	Regarding	Action(s)
City Clerk (April 28)	Notice of Open House and Notice of Special Public Meeting to be held by the Planning and Housing Committee re/ proposed Official Plan amendment to Employment Area Conversion Requests. May 17, 2023, 1-3pm and June 1, 2023, 10am by videoconference. Carola Perez-Book 416-392-8788 / carola.perrez-book@toronto.ca	R&F
City Clerk (May 4)	Notice of Public Meeting by Toronto and East York Community Council under the Planning Act re. 880-882 and 888 Eastern Ave and 74-80 Knox Ave. May 24, 10am, Committee Room 1 Toronto City Hall and by videoconference. Raymond Tung, Planner 416-392-3812 or Raymond.tung@toronto.ca	R&F
City Planning (May 19)	Community Consultation Meeting: Bill 109, More Homes for Everyone Act, 2022: Phase 2 Implementation. Wednesday May 31, 6:30 P.M. – 8:00 P.M. https://bit.ly/bill109impphase2)pre-registration required. Michelle Drylie, Project Director City Planning 416-392-3436 or Michelle.Drylie@toronto.ca	R&F
City Planning May 19	NOTICE OF APPLICATION(S) under the Planning Act to permit four-storey residential apartment building with 34 units and eight vehicular parking spaces at 184 Chatham Avenue, Sean Guenther, Planner (416) 392-7371 Sean.Guenther@toronto.ca	R&F

**R&F = Receive and File*

For more details on City Planning Consultations visit: <http://www.toronto.ca/cpconsultations>