



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

**Board of Management Meeting
June 26, 2023**

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Reflection
- D. Declaration of Conflicts of Interest
- E. Minutes of May 29 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)
 - F.2. Audit Update
 - F.3. T3010 Update

7:20

- G. Personnel & Policy Committee (*Jun 12 notes attached*)

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

- H. 2022 Management Performance Evaluation (*confidential briefing note sent separately*)
- I. Staffing Update
- J. Budget Update

Motion needed to return to the public meeting.

7:35

- H. Risk Management
 - H.1. Risk Register (*sent separately*)
 - H.2. Cybersecurity Confirmation Program

7:50

- I. Executive Directors Report
- J. Correspondence and Information Received (*attached*)

8:00

- J. Adjournment

**Minutes of the Board of Management Meeting
May 29, 2023 (via ZOOM)**

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

Present: Brian Buchan, Sara Ehrhardt, Shirin Karim, Sarah Lasch, Ann McKechnie, Sue Munn,
Tammy Rogers, Jim Valentine (Chair)
Regrets: Camille Bettonville, Councillor Paula Fletcher
Absent: Moneca Yardley
Staff: Susanne Burkhardt, May Seto (recorder)
Guests: Sonja Nerad, Soha Mohamed (SN Management Consultants)

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

Due to a very full agenda, a personal relection was not shared at tonight's meeting.

Jim volunteered to share a personal reflection at the next meeting. If he is not able to, then Susanne is also available.

D. Declaration of Conflicts of Interest – None

E. Minutes of the February 27 2023 Board of Management Meeting

MOTION (Ehrhardt/Munn)

To accept the minutes of the February 27 2023 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes
Munn – yes
Karim – yes
Lasch – yes
Buchan – yes
McKechnie – yes

Rogers – yes

Ehrhardt - yes

Minutes of the April 24 2023 Board of Management Meeting

MOTION (McKechnie/Buchan)

To accept the minutes of the April 24 2023 Board of Management Meeting with amendments.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

F. Finance

F.1. Year to Date Financial Report

Monica provided an update of the financial report ending April 30. For the Admin budget, the expenses some accrued and deferred expenditures. The extra funds provided by monthly City payments in the first three months of the year due to calendarization of payments will be deferred.

- Program budget revenues show a favourable variance due to deferred revenue from grants received in 2022 that extend into 2023. The Program expense variance is the result of some reduced salary expenditures. The Food Hub budget was re-organized in May to better reflect expenditure categories. We are running on budget as of end of April and there is nothing significant to report.

MOTION (Karim/Buchan)

To accept the YTD Financial Report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

G. Policy & Personnel Committee Report

In the interest of time, the Personnel Committee Report was not be presented as it was assumed that members had read it and would bring up any questions if needed. No members had questions.

MOTION (McKechnie/Buchan)

To accept the Policy & Personnel Committee report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

H. Executive Directors Report

Susanne highlighted the ongoing facility challenges we are experiencing in the school, including with our summer camp permit. Initially our permit was denied in May due to construction, however we were not aware of any planned construction. We followed up with the school principal and TDSB permit department and eventually the permit was approved. These kinds of issues create uncertainty and take time and effort to resolve, and highlight that Applegrove needs more control over its facility situation.

Sara shared that any construction projects usually go to the TDSB board in April and May. She sits on the committee and is tracking any projects for our community. Only thing coming up for Duke is basement window replacements. Sara also shared that it is possible to debate at the board level.

Susanne shared that we have a lot of absences in the office and it has been a challenge because of our small team. We have done a few things to provide support and built in some funds for office coverage.

Applegrove posted for a part-time bookkeeper and received many resumes. Nine candidates were interviewed however none were a suitable candidate so management is considering its options. Susanne and Monica will do a scan of options, and Monica will continue to work extra hours until the situation is resolved.

An EarlyON Program Worker position is also posted. The funder relaxed the qualifications for this position as we were finding it very difficult to hire. This is the 5th round of postings.

Applegrove is going through a cybersecurity process with the City and has made a lot of changes. We received a final report and did not score well. Staff will be costing out what we need to do to meet compliance.

MOTION (Ehrhardt/Lasch)

To accept the Executive Director's report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

I. Strategic Planning Discussion

Susanne introduced Sonja and Soha from SN Management. Members introduced themselves to them and shared how long they have been at the Board. Sonja and Soha provided a short presentation that included timelines of the work that need to be completed and shared that they were at the environmental scan phase and officially launching the consultation/engagement phase of the project work plan.

Sonja and Soha facilitated a discussion as a question that had been provided to members in advance, and took notes.

J. Adjournment

The meeting was adjourned on a motion by Sarah Lasch, seconded by Shirin Karim.

Chair

Secretary



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

ADMIN REVENUE

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

YTD budget gross revenue = **\$257,794**

YTD actual gross revenue = **\$257,931**

The interest earned on the Admin/Core account makes up for the \$137 difference in revenue.

ADMIN EXPENSES

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

YTD budget gross expense = **\$248,860**

YTD actual gross expense = **\$228,866** a favourable variance of \$19,994.

The salary and benefits of \$14,783 favourable variance are the increase cost and performance payable to the Admin Management staff in 2023. \$4,387 in TDSB permit fees will also be paid out during July and August.

PROGRAM REVENUE

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

YTD budget gross revenue = **\$359,052**

YTD actual gross revenue = **\$471,365** a favourable difference of **\$84,248**

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 = **\$328,680**

YTD actual gross expense = **\$310,235** a favourable difference of **\$18,444**.

This variance includes:

- +\$2,227 salaries variance (now stabilized due to corrected Food Hub budget reallocation)
- +\$8,682 benefits variance, mainly due to lower uptake in the OMERS than expected
- +\$7,536 variance due to \$5,609 overspending in Materials & Supplies, with \$2,990 and \$10,156 underspending in Furniture/Equipment and Purchased Services respectively

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
CORE-ADMINISTRATIVE REPORT

As at May 31, 2023

	Admin		Variance	
	Actual	Budget	\$	%
Salary	130,870	145,180	14,310	10%
Benefits	42,578	43,052	473	1%
Materials & Supplies	1,118	1,641	524	32%
Furniture & Equipment	61	361	300	83%
Purchased Services	54,239	58,626	4,387	7%
Total	228,866	248,860	19,994	

INCOME

Government Funding

City of Toronto	257,794	257,794	0	0
Total Government	257,794	257,794		

Others

Misc.	137	0		
Total Others	137	0		

TOTAL INCOME	257,931	257,794		
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SURPLUS(DEFICIT)	29,065	8,934	-20,131	-225%
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APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM REPORT

As at May 31, 2023

	Program Total	Prg. Bud. Total	Variance	
			\$	%
EXPENSES				
Salary	171,755	173,982	2,227	1%
Benefits	35,228	43,910	8,682	20%
Materials & Supplies	28,578	22,969	(5,609)	-24%
Furniture & Equipment	1,343	4,333	2,990	69%
Purchased Services	73,330	83,485	10,156	12%
Total	310,235	328,680	18,444	6%
INCOME				
Government Funding				
City of Toronto	143,561	125,252	(18,309)	-15%
Province of Ontario	40,239	21,958	(18,281)	-83%
Federal Government	101,251	33,147	(68,104)	-205%
Total Government	285,051	180,357	(104,694)	-58%
Non-Government Funding				
Charitable Organizations	1,951	2,167	216	10%
Foundations/Corporations	31,804	9,479	(22,325)	-236%
Total Non-Government	33,755	11,646	(22,109)	-190%
Donations/Fundraising				
Charitable Donations-individual	2,317	8,016	5,699	71%
Charitable Donations-Business	0	0		
Non-charitable Donations-Indiv.	40	0	(40)	
Fundraising	2,627	3,146	519	16%
Total Donations/fundraising	4,984	11,162	6,178	55%
Others				
User Fees	140,621	152,493	11,872	8%
Misc.	6,954	3,394	(3,560)	-105%
Total Others	147,575	155,887	8,312	5%
TOTAL INCOME	471,365	359,052	(112,313)	-31%
SURPLUS(DEFICIT)	161,130	30,372	(130,758)	-431%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION – May 31, 2023

	2023	2022
CURRENT ASSETS		
Cash	601,655	403,545
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	-6,239	36,904
Prepaid Expenses	11,849	28,078
	<u>784,189</u>	<u>631,439</u>
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	<u>34,340</u>	<u>42,641</u>
Long-term Receivable - City of Toronto	<u>197,359</u>	<u>206,173</u>
	<u>1,015,888</u>	<u>880,254</u>
LIABILITIES, NET ASSETS AND RESERVES		
Current Liabilities		
Due to the City	-	5,902
Accounts payable and accrued liabilities	93,668	64,256
Deferred contributions	185,068	-
	<u>278,736</u>	<u>70,158</u>
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)
	<u>31,824</u>	<u>42,641</u>
	<u>507,920</u>	<u>318,972</u>
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	161,130	178,744
Admin current period	29,065	74,179
	<u>367,934</u>	<u>417,579</u>
	<u>875,854</u>	<u>736,551</u>
Reserves		
Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	5,034	10,000
	<u>140,034</u>	<u>145,000</u>
	<u>1,015,888</u>	<u>881,551</u>

Applegrove Community Complex
Correspondence / Information Received
June 2023

From (Date Received)	Regarding	Action(s)
City Clerk (May 24)	NOTICE OF ADOPTION OF OFFICIAL PLAN AMENDMENT 649 AND NOTICE OF PASSING OF ZONING BY-LAW 474-2023 to permit duplexes, triplexes and fourplexes on lands zoned Residential Detached, Residential Semi-Detached and Residential Townhouse throughout the City. To appeal to Ontario Land Tribunal (OLT) or request a fee reduction for an appeal see https://olt.gov.on.ca	R&F
City Clerk (May 25)	NOTICE OF OPEN HOUSE AND SPECIAL PUBLIC MEETING. Proposed Official Plan Amendment, including changes to Land Use Designations, Site and Area Specific Policies, pertaining to Employment Areas Conversion Requests, review of Employment Areas that have Site and Area Specific Policies and other changes described as housekeeping matters. Carola Perez-Book, Project Manager, at 416-392-8788, or Carola.Perez-Book@toronto.ca. Information at: https://www.toronto.ca/ourplan	R&F
City Planning (May 27)	NOTICE OF PUBLIC MEETING To be held by the Toronto/East York Community Council (Under Planning Act). Request to Amend Zoning By-law Application Number 22 138769 STE 14 OZ for 25 storey building at 16, 20 & 26 Cosburn Avenue. June 22, 2023, 10am, Committee Room 2, City Hall and by Video Conference.	R&F
City Planning (May 29)	NOTICE OF PUBLIC MEETING by Toronto/East York Community Council (Under Planning Act). Request to Amend Zoning By-law Application Number 18 266021 STE 19 OZ to permit 7 storey building at 1793-1795 Danforth Avenue. June 22, 2023, 10:00am, Committee Room 2, Toronto City Hall and by Video Conference	R&F
City Clerk (June 9)	<i>Executive Committee Item 3.7: Making Electronic Participation for Council and its Local Boards Permanent</i> City Council on March 29, 30 and 31, 2023, adopted as amended Item EX3.7, and in so doing authorized local boards governed by the City of Toronto Act, 2006, to amend their rules of procedure to permit electronic participation by board members and the public, and to change the time required to achieve quorum from 15 min to 30 min, and authorize boards to continue to meet electronically in accordance with the previously adopted electronic participation rules past the May 9, 2023 deadline until they can meet to consider procedural amendments.	Susanne to draft changes to Board of Management procedural by-law, for board approval.
City Clerk (June 19)	NOTICE OF APPLICATION(S) under the Planning Act. Application to Amend the Official Plan to facilitate the severance of the Toronto	Note that this is a TCHC site in

From (Date Received)	Regarding	Action(s)
	<p>Community Housing site to transfer land ownership. 16, 32, 44 and 66 Walpole Avenue. For information: Camryn Chin, Planner at (416) 392-9318 or Camryn.Chin@toronto.ca</p> <p>This land is also subject to an application under the Planning Act for a Rental Housing Conversion.</p>	Applegrove's catchment
City Clerk (June 19)	<p>NOTICE OF APPLICATION(S) under the Planning Act.</p> <p>Application to Amend Zoning By-law to allow for a nine-storey mixed use building comprised of 16,605 square metres of residential GFA and 1,725 square metres of retail GFA. A total of 289 rental residential dwelling units are proposed.</p> <p>1291-1311 Gerrard Street East and 243-247 Greenwood Avenue</p> <p>Steven Barber, Planner (416) 338-8567 / Steven.Barber@toronto.ca</p>	R&F

**R&F = Receive and File*

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

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

"COMMUNITY AT ITS CORE"

Personnel and Policy Committee

Confidential Meeting Notes

June 12, 2023 - 5:00 pm

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

1. Notes from May 23 Meeting

No changes are needed.

2. Staffing

a) Updates

The Adult & Seniors Coordinator position was posted internally and has closed. Interviews will be held in the next 1-2 weeks. Many applications were received and interviews were done for the Bookkeeper-Information Clerk position, however a suitable candidate who was available longer-term was not identified. Until the position can be filled, a bookkeeping service may be needed. Additional temporary positions to provide IT and community food programs support will be posted.

b) Hiring Report

After five rounds of hiring this position has been filled. Susanne noted that hiring challenges included overall sector staffing shortages, and particularly Early Childhood Educators, and the fact that we are offering part-time positions. Our funder consented to hiring a non-ECE, which allowed us to fill the position internally.

3. Performance Evaluation

a) 2022 Management Performance Evaluation Results

Susanne confirmed that management performance evaluations have been completed. She will circulate a memo to the Committee for review, which will then go to the Board for approval.

4. Succession Planning

The Program Director is preparing for her retirement. Work on documenting job tasks/aspects is underway along with organization of files and information.

Members asked that Susanne draft a succession plan, with activities to include needs identification, job description review, development plans for staff, DEI considerations for the job, and recruitment, timeline and milestones. It was noted that strategic planning and relocation may have implications for the needs of the role.

5. Board

a) Board Exit Questionnaires

Overall these are positive. It was noted that some suggestions for improvement that were also reflected in the Board survey. These include strengthening the link between the board and the community, more connection among Board members to facilitate task management, more discussion on action items (vs recurring items) at Board meetings, and making financial reports more accessible.

With respect to making finance reports more accessible, members will share available resources on non-profit board finance learning with Susanne for distribution. It was also suggested that a deeper orientation on this be provided to the Strategy and Finance Committee, and that visuals could be added to the Finance Report in order to better “tell the story” of our finances.

6. Policy

Susanne shared the scoring process she developed to inform the prioritization of policies to be reviewed, which considers multiple factors such as policy age, risk, frequency of use and operational need. The proposed June – December policy review proposal was endorsed by the Committee. Susanne will add the proposed policies to the Committee work plan. A new policy review work plan for 2024 will be developed later on this year.

7. Other Business

Susanne provided an update on the closure of the Satellite Afterschool Program.



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

Board of Directors Meeting

June 26, 2023

AGENDA

8:00

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of May 29 Board of Directors Meeting (*attached*)
4. Homologation of June 26 Board of Management resolutions

8:10

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Jun 14 notes attached*)
 - i) DEI Update
 - 5.2. Strategy & Finance Committee Report (*Jun 14 notes attached*)
 - i) ONCA Update

8:30

6. Program Reserves Policy (*sent separately*)

8:45

7. Program Update (*attached*)

8:55

8. Directors' Concerns

9:00

9. Adjournment

Next Meetings and Events

Board Meeting	October 2	(in person)
Board Meeting	October 30	(virtual)
Board Meeting	November 27	(in person)

**Minutes of the Board of Directors Meeting
May 29, 2023 (via ZOOM)**

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

Present: Brian Buchan, Sara Ehrhardt, Shirin Karim, Sarah Lasch, Ann McKechnie, Sue Munn,
Tammy Rogers, Jim Valentine (Chair), Moneca Yardley
Regrets: Camille Bettonville, Councillor Paula Fletcher
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 (Buchan/McKechnie)

To accept the minutes of the April 24 2023 Board of Directors Meeting with amendments.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

4. Homologation of Board of Management Resolutions

MOTION (McKechnie/Munn)

To homologate the resolutions made by the Board of Management at its May 29, 2023 meeting, as presented.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

5. Program Update - attached

Members did not have any questions on the program update.

6. Afterschool Satellite Program

Susanne reviewed the rationale for the decision that was made to close the Satellite Afterschool Program. A parent sent an email to the board, trustee and councillor expressing disappointment with the decision. Members discussed participation levels and trends, outreach, timing of the decision-making from the perspective of families and the agency, operational considerations and the options presented in the briefing note. There was agreement that while additional outreach could raise numbers to the break-even level, the program was unlikely to reach its pre-pandemic participation levels. Dismissal time changes may be a factor in this, and staff have explored the possibility of a morning program however but there are challenges with staffing and timing. Members agreed with the decision made by staff to close the program. Susanne will share the decision with the parent who sent the email.

MOTION *(McKechnie/Rogers)*

To receive the program update.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt - yes

7. Standing Committees

No presentations tonight. Members reviewed the reports prior to the meeting and did not have any questions.

7.1. Membership, Outreach & Inclusion Committee Report

MOTION (McKechnie/Buchan)

To accept the Membership, Outreach and Inclusion Committee Report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt – yes

Yardley - yes

7.2. Strategy & Finance Committee Report

MOTION (Yardley/McKechnie)

To accept the Strategy & Finance Committee Report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Ehrhardt – yes

Yardley - yes

8. Ontario Not-for-Profit Corporations Act

Jim reminded Board members that Applegrove has to go through a transition process in order to comply with the new Ontario Not-for-Profit Corporations Act (ONCA) and introduced Susan Fletcher, Applegrove's former Executive Director.

Susan and Susanne provided a slide deck presentation which provided an overview of the ONCA transition. Some changes will be as follows:

- Letters patent to become articles of incorporation
- Constitution to become bylaws
- Procedural bylaws become procedural policies

Board of Directors Minutes

May 29, 2023

4

The presentation reviewed key definitions and highlighted timelines as follows:

- March 2023 - Susan and Susanne started working on the transition
- Oct/Nov 2023 - Board to review and agree in principle to new bylaws
- Feb/Mar 2024 – Board approves new bylaws
- June 2024 – AGM, with requirement to provide audited statements in advance
- Amending the Letters Patent (legal document that shows Applegrove is a non-profit organization) will be a separate process

Susanne shared that there will be suggested recommendations to the Board from the working committee. All the AOCCs will go through challenges with the Board of Management and Board of Directors running in alignment. There will be discussion with the City, with one meeting held to date. The committee members are Susan F, Susanne and Brian. The AOCC with the most similar structure to Applegrove is Eastview, and Susanne is on touch with their Executive Director on this.

Jim thanked Susan for her time and work to help Applegrove transition to ONCA.

9. Directors' Concerns – none

10. Correspondence – nothing to note

11. Adjournment

The meeting was adjourned on a motion by Moneca Yardley, seconded by Ann McKechnie.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee - Notes

Jun 14, 2023 at 7:00 p.m.

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

1. Welcome and Introductions

This was Tammy's first meeting so everyone introduced themselves.

2. Board-Staff DEI Committee

May Committee Meeting Notes - no changes to the notes

a. Staff Survey

Josh reported that the survey has been up for about 2 weeks. There are about 6 responses and he suggested that a decision be made on how long to keep it running. Liliana suggested to re-send it to give it one more try as staff are busy with other things. Other suggestions include:

- Offer to cover program so staff can fill it out in the office
- Make sure there are multiple opportunities to do the survey
- Ask staff to fill it out in summer camp training

b. Draft Terms of Reference

Susanne updated the document based on our last meeting and the responsibilities section will be developed using feedback from the staff survey. We will revisit it when we have more information.

c. Staff Ideation Sessions

Susanne provided an overview of the advancement content in Applegrove's DEI Plan. She clarified that core staff are generally those who regularly work 18+ hours per week. There aren't many advancement type opportunities within the agency, but are opportunities for upskilling. We may need to broaden the definition of advancement, which should apply to management as well. From a DEI and recruitment perspective, we are adding more information on recent job postings and, where possible, redacting applications to remove cues for bias.

Shirin shared that there is another ideation session on June 28 which may conflict with her schedule. She will reach out to Vai and if she cannot do it, will go through Susanne to reach out to other board members to facilitate. Shirin shared that there has been talk about the subject of staff representation in the office and asked if there were any

other topics that they could have any other further discussions on. She also suggested we could do some more work on diving into the material gathered to feed it into the Strategic Plan. A written report or summary could be shared with the Strategic Planning consultants. Another idea is to invite consultants to this meeting to bring them up to speed on where we are at. Susanne suggested having something ready for the consultants by mid-July.

Shirin shared that 4 themes have been explored in the ideation sessions:

- Psychological safety
- DEI engagement – 2 sessions
- Career Advancement – 2 sessions
- Employee Representation (scheduled)

d. Advancement – next steps

Advancement and employee representation seem relevant to strategic planning and objectives. Shirin and Susanne have a meet to plan for next steps on this, then circle back with Josh and Liliana to move forward.

e. Other

Members agreed to change the name of the committee to add “belonging”.

3. May MOI Committee Meeting Notes

One change - number of attendees of the last ideation session should be “5” and not “4”.

4. Applegrove Membership

Susanne shared that with the ONCA transition, there will need to be more thinking on Applegrove’s membership model. Applegrove currently has 3 categories of membership:

- Community (in catchment)
- Associate (out of catchment)
- Corporate and institution

The ONCA Working Group recommends only two types of members as they could not come up with a compelling argument to corporate and institution members. Sue asked whether this may close doors in future. Committee members felt that Applegrove can engage institutions and corporations without offering membership, as it’s not clear what benefits membership could offer to them (e.g. can still be sponsors with benefit of recognition).

Membership Fees - Currently the Board is able to charge or waive a fee. Applegrove does not have a fee currently but some other AOCCs do. Members felt we should keep existing language as long as it meets ONCA requirements.

Membership End Date - Membership, currently does not end at Applegrove. Most AOCCs have 1-year terms. Maintaining membership every year is time consuming especially

without a good database. We may want to tie membership with AGM to support people who can vote, either just before the AGM or after the AGM.

Terminating Members - Applegrove can build in some ways to remove a board member. One way is to have the right to terminate or discipline a member of the organization. Examples and circumstances can be embezzling funds, discrimination against another member or staff, saying horrible things about AG or staff, etc. We can have the ability for the member to be heard and asked to be reinstated.

Member's Meetings - This is setting the percentage of voting members to call a meeting. Susanne and Josh will look at the members list and recommend a number that is reasonable.

Next Steps - Susanne will draft new articles and bylaws, and flag points that need further board level discussion.

Next meetings

September 13

October 11

November 15

December 13 (if needed)

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee – Notes

June 14, 2023 - 5:30 p.m.

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

1. May 17 Meeting Notes – No changes needed.

2. Finance

a. Audit Update

The audit is still being completed. The hope is that it will be done in time for approval at the next board meeting and in time for submission of our charitable tax return. If it is not, alternate plans will be made for approval and submission.

b. Year to Date Financial Report

Monica provided an overview of the financial report. The City/Admin budget is on track. The Program budget is on track, though the deferred revenue cannot be confirmed until the audit is completed. Members were introduced to the detailed program level budget that feeds into the financial report.

c. Admin Budget Update

Susanne provided an update on the City's preparation for the 2024 Admin Budget.

3. Organizational Planning & Projects

a. Strategic Planning

Susanne reported that consultation is underway for the strategic planning process, that a staff session has just taken place and that the project is on track with respect to its timelines. A Board planning session will be scheduled in September.

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

The working group continues to go through the workbook to go through the changes needed in detail and make recommendations that will come to the board. The next stage will be drafting the new bylaws. Brian will join the working group for this stage. Susanne confirmed that discussion with the City will be done together with Eastview, which has the most similar governance structure to Applegrove among the AOCCs. There will also be a need for legal review.

4. Partnerships and Grants

a. Grants

Susanne reported that no grant applications have been submitted in the past month. She has provided support to East End United for submission of a grant for capital improvements at Glen Rhodes.

b. Neighbourhood Food Hub

Susanne shared that the partnership development process at Glen Rhodes includes a joint operations plan to better integrate and leverage resources for site operations, for example a Site Coordinator position and a shared training plan. A next step will be developing a partnership MOU to further define shared goals and roles and relationships.

5. Risk Management

a. Risk Register

The Committee reviewed the Risk Register, noting risks that are new or have changed in priority. It was noted that the risk is assessed by management, and that it does not differentiate between positive and negative risks. It does not include information about risk categories or thresholds, which can provide additional information. There may be value in revisiting this tool to make it more effective, with consideration of what is realistic for an agency of our size.

b. Cybersecurity Update

Susanne reported that she has submitted a Management Action Plan as a follow up to the findings of the City's Confirmation Assessment, and showed the plan to the Committee. Many requirements will not be able to be met unless additional funding is provided by the City, and this is reflected in the Management Action Plan. The question of whether there are ways that the City could further support cybersecurity was raised e.g. could Applegrove/AOCCs use the City server? Susanne explained that at this point support from the City is not extensive, but that there is ongoing discussion about these issues among the AOCCs and with City staff.

Program Update – June 26, 2023

Prenatal

- The program is going well.
- The program is excited to welcome back Toronto Public Health nurses, who did workshops before the pandemic.

EarlyON Programs

- The PC drop-in continues to be busy and our satellite location is seeing new families each week.
- We hired an internal candidate for the position of part-time Program Worker and offered the position Laurie Hutchison who started on June 12.
- Placements students are done for the Spring but we expect 2 more in the Fall.
- The Applegrove Connection will be closing for July and August and will re-open the week of Labour Day.

Afterschool

- It's the last two weeks of school and the afterschool program will be finishing up at the end of June.
- Registration for the 2023-24 school year is underway and we have a few more spots to fill after opening up another group.
- Staff notified the Toronto Formosan Church of not renewing the afterschool lease for the 2023-24 school year and they were very understanding and appreciative of our partnership. We hope to continue to partner with them for future programming.

Youth Programs

- The Youth Programs are finished for the year.
- We will restart the Youth Program in mid-September and have the TUHF 3-year funding to support the program
- Staff are working on a final report and invoice and will send to Ralph Thornton who is the lead agency on the partnership.

Older Adults

- May and Susanne continue manage the Older Adults Program.
- The Adult & Seniors Coordinator decided not to return to the position, so Applegrove has posted for the position of Adult and Seniors Coordinator. Interviews will be conducted the weeks of June 19 and 26.
- Programs have been well attended and we will be moving the line dancing to the Duke gym during the summer and will offer pickleball
- We were also successful in attaining some additional funding from the Seniors Community Grant in the amount of \$24,960 for seniors bus trips, lunch socials and Food Champions.

- We were also confirmed to receive our SALC core funding amount of \$42,700 and a special grant of \$8214 to beautify the seniors' space.

Summer Camp and Leadership

- Summer registration is full with many weeks with wait lists.
- Leadership registration is full as well.
- The summer staff have started their two weeks of training which began June 19.
- We have received confirmation from Toronto Star Fresh Air Fund with funding in the amount of \$4000 to help support families who need subsidy.
- Our summer camp program will also be supported with Focus on Youth placements during the summer.
- Through the Neighbourhood Group, we have a Program Support Worker placement who started on June 19. She will be helping out with the seniors program and various projects from June 19 to August 11.