



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

**Board of Management Meeting
October 2, 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 August 16 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)
 - F.2. 2023 Admin Budget Adjustment (*confidential briefing note sent separately*)
 - F.3. 2024 Admin Budget submission (*confidential briefing note sent separately*)
 - F.4. Revised Program Budget (*confidential briefing note sent separately*)

7:40

- G. Personnel & Policy Committee (*Sept 25 notes attached*)

7:50

- H. Risk Management
 - H.1. Cybersecurity Confirmation Program Update

8:00

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

8:10

- J. Adjournment

**Minutes of the Board of Management Meeting
August 16, 2023 (via ZOOM)**

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

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

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 everyone and shared that Umar Saeed would be presenting the Financial Statements later in the meeting.

C. Indigenous Land Acknowledgement

Jim made the traditional land acknowledgement.

D. Declaration of Conflicts of Interest – None

E. Minutes of the June 26 2023 Board of Management Meeting

MOTION (Lasch/Buchan)

To accept the minutes of the June 26, 2023 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

MOTION (Lasch/Buchan)

To discuss the next item in camera.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

F. In Camera Minutes of June 26 Board of Management Meeting

MOTION *(Lasch/Buchan)*

To return to the public meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

MOTION *(Lasch/Buchan)*

To accept the minutes of the June 26, 2023 Board of Management in-camera meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

G. Finance

G.1. 2022 Audited Financial Statements

Jim introduced Umar Saeed from Welch LLP. Umar provided an overview of the financial report and explained that there would be no further updates to the statements. He shared

that the review was a reflection of qualitative and quantitative areas. Umar shared that there were no deficiencies to report and they did not encounter any irregularities or fraud.

He provided an overview of the Management Letter. Umar thanked the staff for their work and answered questions, explaining that the cybersecurity requirements were integrated into the overall audit and that the language on fundraising was standard for non profits.

Monica provided an overview of the Statement of Operations which show a surplus in our program budget and a break even admin budget. The 2022 approved deficit shown is a receivable from the City of Toronto. Monica provided an overview of the Statement of Financial Position, highlighting that cash has increased and tangible assets are dropping due to amortization. Accounts payment includes deferred revenue due to grants received at end of year and the post employment benefits are actuarial numbers provided by the City.

MOTION (Lasch/McKechnie)

To accept the 2022 audited financial statements.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

Yardley - yes

G.2. Financial Updates

i) T3010 Update

Monica shared that the Charitable Tax Return (T3010) was submitted on June 30, and some minor changes will be made based on the final audited statements.

ii) Admin Budget

Susanne shared that direction has not yet been received regarding the 2023 budget submission. Monica and Susanne have been doing some work in preparation. Most AOCCs will be building in costs for the cybersecurity requirements.

G.3. Greenbelt Markets Agreement

Susanne highlighted the agreement and payment schedule. She also shared that the CSP grant has been extended to 2024, and that the City is planning a review of this grant program. Susanne reported that Nanor is back at Applegrove as the Community Food Programs Coordinator, in order to build up Applegrove programming at the Food Hub.

MOTION (Yardley/McKechnie)

To accept the 2022 audited financial statements.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

Yardley - yes

H. Executive Directors Report

Susanne shared that it has been confirmed by City staff that Applegrove is required to permit its leased space in the evenings, and that May has submitted preliminary permit requests. Susanne reported on some issues with caretaking and that they have suggested that in future Applegrove may need a permit to use the back field. Susanne will raise this issue with the principal and brief Sara. Sarah is on the school council and offered assistance if needed for communication with the school principal.

MOTION (Lasch/Buchan)

To accept the Executive Director's report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

Yardley - yes

I. Adjournment

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

Chair

Secretary



FINANCIAL VARIANCE REPORT

For the period ended August 31, 2023 (January 1 to August 31)

Admin - City of Toronto Budget

REVENUE

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

YTD budget gross revenue = **\$412,470**

YTD actual gross revenue = **\$413,695** a favourable variance of **\$1,225**.

The \$1,225 favourable variance is due to interest received from Alterna on the Admin/Core account accounts for the \$178 plus Workers' Compensation expense recovery of \$1,047.

EXPENSES

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

YTD budget gross expense = **\$402,682**

YTD actual gross expense = **\$413,958** an unfavourable variance of **\$11,276**.

The \$11,276 unfavourable variance is due to accrual of expenses and the calendarization of the budget (expenses were divided by 12 months). Within this is salary under-expenditure due to the Bookkeeper vacancy combined with over-expenditure in furniture/equip and purchased services.

Program Budget

REVENUE

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

YTD budget gross revenue = **\$655,190**

YTD actual gross revenue = **\$777,729** a difference of **\$122,539**

Variance is mainly due to deferred revenue from 2022 for activities scheduled to take place in 2023 e.g. Healthy Communities & Metcalf grants for food hub, and New Horizons for Seniors.

EXPENSES

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

YTD budget gross expense = **\$668,504**

YTD actual gross expense = **\$585,222** a favourable difference of **\$83,283**.

Increased salary variance is due to variance of \$24,862 in the Partnership category (primarily funds received for food hub grant administration) as some salary costs had previously been categorized as purchased services and there was increased spending on office staff salaries. Benefits are lower than budgeted as fewer employees joined OMERS that expected. A favourable variance of \$1,681 is found when combining Materials/Supplies and Furniture/Equipment. Purchased services will be paid out between September and December 31, 2023, mostly related to the Food Hub.

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
ADMIN ACTUAL VS BUDGET

As of August 31, 2023

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	222,852	232,288	9,436	4%
Benefits	69,620	68,883	-738	-1%
Materials & Supplies	1,439	2,626	1,187	45%
Furniture & Equipment	6,999	541	-6,457	-1194%
Purchased Services	113,048	98,344	-14,704	-15%
Total	413,958	402,682		
INCOME				
Government Funding				
City of Toronto	412,470	412,470	-0	0
Total Government	412,470	412,470		
Others				
Misc.	1,225	0	-1,225	100%
Total Others	1,225	0		
TOTAL INCOME	413,695	412,470	-1,225	
SURPLUS(DEFICIT)	(263)	9,788		

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM ACTUAL VS BUDGET
As of August 31, 2023

	Program Actual	Program Budget	Variance \$	%
EXPENSES				
Salary	359,554	337,139	(22,415)	-7%
Benefits	68,639	76,761	8,122	11%
Materials & Supplies	59,481	56,442	(3,039)	-5%
Furniture & Equipment	2,214	6,933	4,720	68%
Purchased Services	95,334	191,228	95,895	50%
Total	585,222	668,504	83,283	12%
INCOME				
Government Funding				
City of Toronto	233,258	193,397	(39,861)	-21%
Province of Ontario	70,882	35,133	(35,749)	-102%
Federal Government	126,059	108,472	(17,587)	-16%
Total Government	430,199	337,003		
Non-Government Funding				
Charitable Organizations	4,788	3,467	(1,321)	-38%
Foundations/Corporations	35,804	23,742	(12,062)	-51%
Total Non-Government	40,592	27,208		
Donations/Fundraising				
Charitable Donations-individual	4,391	16,032	11,640	73%
Fundraising	4,973	6,283	1,311	21%
Total Donations/fundraising	9,404	22,315		
Others				
User Fees	284,359	263,234	(21,126)	-8%
Misc.	13,175	5,431	(7,745)	-143%
Total Others	297,535	268,664		
TOTAL INCOME	777,729	655,190	(122,539)	-16%
SURPLUS(DEFICIT)	192,507	(13,314)	(205,822)	1546%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
August 31, 2023

	2023	2022
CURRENT ASSETS		
Cash	501,979	320,483
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	21,024	0
Accounts Receivable	1,263	35,286
Prepaid Expenses	22,635	26,677
	<hr/> 720,744	<hr/> 545,359
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	<hr/> 34,340	<hr/> 42,641
Long-term Receivable - City of Toronto	<hr/> 197,359	<hr/> 206,173
	<hr/> 952,443	<hr/> 794,173
LIABILITIES, NET ASSETS AND RESERVES		
Current Liabilities		
Due to the City	0	5,902
Accounts payable and accrued liabilities	162,137	62,417
Deferred revenues	34,696	41,812
	<hr/> 196,833	<hr/> 110,131
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)
	<hr/> 31,824	<hr/> 42,641
	426,016	358,945
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	(1,592)	(5)
Core Etransfer Account	7,645	(3,828)
Agency level funds	66,171	56,266
Program current period un-distributed	192,507	97,488
Admin current period	(263)	37,068
	<u>386,631</u>	<u>290,228</u>

	<u>812,647</u>	<u>649,173</u>
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Reserves

Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	4,796	10,000
	<u>139,796</u>	<u>145,000</u>

	<u>952,443</u>	<u>794,173</u>
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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

Meeting Notes

September 25, 2023 - 5:00 pm

Present: Jim Valentine (Chair), Camille Bettonville, Sara Ehrhardt

Staff: Susanne Burkhardt (recorder)

1. Notes from June 12 Meeting

No changes needed.

2. Staffing

a) Updates

Susanne provided updates on current staffing and issues. Rates of absenteeism remain elevated, particularly for the afterschool program. Issues may include a different understanding of commitment to work and use of sick time. This is part of a larger trend e.g. Sara reported that the TDSB is having similar issues with part time and casual staff. Strategies by management to address this include emphasizing commitment when hiring, creating a What's App group for people to find shift coverage and identifying where frequent absences may require further investigation and adjustments. The committee discussed being mindful that requesting medical notes could be a barrier for some employees, who might then come to work sick.

Susanne reminder committee members that three jobs are currently posted: Bookkeeper-Information Clerk (part time), Evening Office Coordinator (casual relief), Youth Program Workers (part time).

b) Hiring Report

The committee reviewed the hiring report. Susanne highlighted that after expanding recruitment to universities and colleges the afterschool program has more post-secondary age staff now, and that we feel fortunate to secure yoga instructors and an IT Worker in light of the wage levels that we are required to offer.

3. ED Performance Evaluation

Susanne will re-circulate basic performance planning information from the City and share her updated performance planner for discussion at the next meeting. The committee noted that the requirement for regular discussions is a lot of effort.

4. Succession Planning

The Program Director is preparing for retirement at the end of 2024. She continues to document essential job task information /aspects and organize files. Susanne will draft a short succession plan document for committee review and implementation.

She will also reach out to MAS to inquire about pro bono assistance to develop a broader organizational succession plan. It was noted that it would need to be short and simple, so that the agency can realistically implement and monitor it.

5. Board

a) *Board Skills & Diversity Assessment*

The committee reviewed the draft questionnaire, which is done annually to gather information to inform board recruitment. Camille suggested that the phrasing of the first question could be improved to make it easier for board members to respond accurately. She will give it more thought and contact Susanne with any ideas.

6. Policy

a) *IT & Cybersecurity Policy*

Susanne explained that the draft IT/Cybersecurity Policy is based on and compiles relevant content from numerous City of Toronto policies that Applegrove is required to comply with and has been reviewed by two AOCCs. It will also be sent to the City's Chief Information Security Office for review as well. Completion of this policy is a requirement for Applegrove to implement the recommendations that came out of its participation in the City's Cybersecurity Confirmation Program for Agencies.

b) *Tobacco Use Policy*

The update to this policy is in progress, and amendments include the inclusion of vaping and cannabis. Much of it is standard for similar types of organizations but some content will specifically speak to issues that Applegrove has encountered. Sara will share TDSB policies and resources with Susanne.

Applegrove Community Complex
Correspondence / Information Received
September 2023

From (Date Received)	Regarding	Action(s)
City Clerk (June 9)	<p><i>Executive Committee Item 3.7: Making Electronic Participation for Council and its Local Boards Permanent</i></p> <p>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.</p>	Susanne to draft changes to Board of Management procedural by-law, for board approval.
Deputy City Clerk (Aug 10)	<p><u>Memo on Replacement of the City's Records Management Program</u></p> <p>Notification of project to replace the City's current physical records management and warehousing solution, Livelihood Records Server (LLRS), with a new cloud-deployed Software as a Service (SaaS) solution. As an agency with an agreement with the City Clerk's Office for records management services, Applegrove will be provided an opportunity to continue these services. The project team will engage with Applegrove once a vendor is selected in early 2024.</p>	Susanne to monitor and follow up as needed
City Clerk (Aug 16)	<p>Executive Committee Item 6.1</p> <p><u>Review of City of Toronto Guiding Principles for Executive Compensation Policies at City Agencies and Corporations (Ward All)</u></p> <p>City Council on July 19 and 20, 2023, adopted Item EX6.1 as amended and, in so doing, has forwarded this item to the Boards of Directors of those City agencies and corporations that were not in scope for this review, except for the Seniors Housing Corporation to which the Guiding Principles apply, for their review, reference and use as those Boards deem appropriate.</p>	Susanne to forward letter to the Board for review & discussion
Auditor General Toronto (Aug 28)	<p>The City issued a request for proposal (RFP) for the provision of external audits of the annual financial statements for the City's Arenas, Community Centres, and other Entities for fiscal years 2023 to 2027 inclusive. The recommendation from the Audit Committee to grant the authority to the Auditor General to enter into an agreement with Grant Thornton LLP to perform the annual financial statement audits was adopted by City Council on July 19, 2023.</p>	Susanne to submit budget adjustment for 2023 budget due to increased 2023 audit, to include new audit fees in 2024 budget submission

*R&F = Receive and File



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

Board of Directors Meeting

October 2, 2023

AGENDA

8:10

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of August 16 Board of Directors Meeting (*attached*)
4. Homologation of October 2 Board of Management resolutions

8:15

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Sept 20 notes attached*)
 - i) DEI Update
 - 5.2. Strategy & Finance Committee Report (*Sept 25 notes attached*)

8:30

6. ONCA Update (*sent separately*)
7. Strategic Planning Update
8. Charitable Objects

8:50

9. Program Update (*attached*)

8:55

10. Directors' Concerns

9:00

11. Adjournment

Next Meetings and Events

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

**Minutes of the Board of Directors Meeting
August 16, 2023 (via ZOOM)**

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

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

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 June 26 Board of Directors Meeting

MOTION (McKechnie/Buchan)

To accept the minutes of the June 26 2023 Board of Directors Meeting.

Carried

Recorded Vote:

Valentine – yes
Munn – yes
Karim - yes
Lasch – yes
Buchan – yes
McKechnie – yes
Rogers – yes
Bettonville – yes
Yardley - yes

4. Homologation of Board of Management Resolutions

MOTION (Yardley/Lasch)

To homologate the resolutions made by the Board of Management at its August 16, 2023 meeting, as presented:

Board of Directors Minutes

August 16, 2023

2

- I. To accept the minutes of the June 26 2023 Board of Management Meeting.*
- II. To accept the minutes of the June 26, 2023 Board of Management in-camera meeting.*
- III. To accept the 2022 audited financial statements.*
- IV. To accept the Executive Director's report.*

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim - yes

Lasch – yes

Buchan – yes

McKechnie – yes

Rogers – yes

Bettonville – yes

Yardley - yes

5. Adjournment

The meeting was adjourned on a motion by Brian Buchan, seconded by Moneca Yardley.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee - NOTES

September 20, 2023 at 7:00 p.m.

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

1. Welcome and Introductions

2. Board-Staff DEI Committee – deferred to next committee meeting

3. June MOI Committee Meeting Notes – correction noted

4. DEIB

a. City of Toronto Employee Engagement Survey

Susanne shared that the City does a City Engagement Survey every 4-5 years, and it is taking place in 2023. Only staff with Applegrove in June will fill it out. The timing is good because it can provide some DEIB related KPIs that could be monitored over time. The survey opens today to Oct 18, and is on “Worktango” software. Staff can do it electronically if they have a work email address and others will get a hard copy with an envelope for them to send back to the City. Josh and Liliana will be divisional ambassadors for this and promote it to other staff. Susanne will meet with Josh/Liliana to talk about the roll out.

Susanne gave a brief overview of the AOCC evaluation report from the 2019 survey as a whole and highlighted some of the charts and data. The survey data will take a while to get, but we can use it to compare to the last survey completed in 2019.

b. DEIB Evaluation and Reporting

We have received DEIB feedback from staff and perhaps it is time to start reporting back. Susanne suggested the idea of an annual report on DEIB. More thinking is needed on an evaluation framework for the work that has been done.

Shirin shared that a discussion should take place to talk about next steps as all ideation sessions have been wrapped up. A small group can be put together to come up with a framework and report to discuss successes, things to work on and next steps. Pierre reminded members that this is an opportunity to celebrate and look at areas of success. Susanne felt that we have come a long way in forging board and staff connection and suggested a retreat to bring everyone together and incorporate DEIB reporting and planning (ie., the town hall idea). It was suggested that we do the staff- board retreat before our AGM (February) to also review the annual report. We can also build in social time.

A small sub-committee group can brainstorm and come up with some ideas and then bring to DEI committee. Susan, Tammy and Shirin are interested in meeting with Susanne who will reach out with a doodle poll to see everyone's availability.

5. Fee Review Discussion

Susanne shared that the committee is due for an annual fee review. In the past we have pulled together fee information and subsidy usage of other programs in the neighbourhood in past. This year staff would also like to propose a subsidy program for the seniors. She asked if there was any other info that is useful to bring to the committee. Members suggested all AOCC membership fees would be helpful as well as programs fees to compare to Applegrove fees. The discussion will inform development of the 2024 Program Budget, to come to the board for review in October and approval in November.

It was noted that the Program Budget will also include extra staff time for training and committee involvement.

6. Communications

Josh and Susanne have finished working with Peter to make our website AODA compliant. This is a requirement for Applegrove under the AODA and will be reported in our 2023 accessibility report to the Province.

7. Other Business

- Susanne shared that Applegrove will plan a movie night
- Applegrove is involved with two community members who want to give time, treasure and talent and have chosen Applegrove as a charity to work with. They came to the AGM, volunteered and provided an opportunity for our leadership program during the summer and will provide some funds to sponsor an event. They are well-connected to other donation opportunities and want to work with us.
- Staff-Board holiday party – staff will start to think of ideas and dates
- Applegrove will host the November Nourish monthly dinner and Susanne is hoping that board members be there to help with serving and other volunteer roles. It is on the same night as our November Board meeting, which we could then hold at eth food hub after the dinner. We will plan to do another food drive with the school and Applegrove community with items going to Nourish. Finally, Applegrove will be working with Nourish on a NHSP grant to offer a social tea for seniors.
- Shirin brought up the Diwali celebration which is an annual event on Gerrard and asked Applegrove to think about how to participate.

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee – Notes

September 25, 2023 - 6:00 p.m.

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

1. June 14 Meeting Notes – No changes needed.

2. Finance

a. Admin Budget Submission

The committee reviewed the briefing note and Susanne provided details on the increased expenditures. With respect to the additional cybersecurity funds, Susanne shared that Eastview plans to proceed with implementation even if it results in a deficit, because cybersecurity is too important to leave undone. Committee members noted that downloading the administration and payment of additional benefits to AOCCs does not make sense, as the City has more specialized expertise (e.g. in managing benefits) and should take on more of these types of tasks. Susanne reported that this is an issue for the AOCC EDs as a group for when they meet with SDFA leadership in the coming months.

Ann asked about what happens when AOCCs have a deficit, and Susanne explained that the practice has been for the City to use surplus funds from some AOCCs to cover deficits at others.

b. 2021 AOCC Settlement

The committee reviewed the City staff report on the 2021 AOCC Settlement. Applegrove's 2021 deficit of \$3,380 will be covered by surplus funds reported by other AOCCs in 2021.

c. Revised Program Budget Update

Susanne reported that management is completing revisions to the 2023 Program Budget, for presentation to the board. This provides a forecast, based on actuals to date, for the Program Budget through to the end of the year.

d. Year to Date Financial Report Update

Monica is still finalizing this report, which will be presented at the board meeting. An adjustment will be needed to the 2023 Admin budget in order to reflect the new,

and significantly higher. Audit fees for 2023 based on the new agreement signed by the City. The Program budget is on track with no major changes to be reported.

3. Organizational Planning & Projects

a. Strategic Planning

Susanne reported that the process is on track for completion in late fall as planned. As a follow up to the Board planning session on September 16 the consultants are creating a draft plan that will be reviewed by management on October 11 and by staff on October 25 before coming back to the board.

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

The working group has made good progress on this project. To date new bylaws have been drafted and the group has consulted with a lawyer at McMillan LLP to get more clarity on some outstanding items. This includes the challenge posed by having 10 people on the Board of Directors and 11 people on the Board of Management, which has implications for what can be delegated to the Board of Management as a standing committee of the Board of Directors. The working group also drafted new charitable objects for Applegrove, as this is a concurrent requirement for the transition to the ONCA. These will be presented to the board.

4. Partnerships and Grants

a. Grants

Susanne reported that there are currently few new grant opportunities. With Applegrove operating at capacity now is not a good time to take on new projects not directly linked to existing programs. We will apply for CHUM City Christmas Wish and received funds through RBC for Food Hub improvements – both small amounts. In addition, in partnership with Ralph Thornton and Eastview, 3-year funding has been secured for the youth program through the Toronto Urban Health Fund. Ann inquired about the impact of the cut to our Canada Summer Jobs funding in 2023. Susanne reported that it was a 50% reduction in the number of positions, that the east end AOCCs met with MP Julie Dabrusin about it, and it will impact next year's Program Budget and may result in a need to increase camp fees.

5. Risk Management

a. Cybersecurity Update

Applegrove continues to participate in the City's Cybersecurity Conformation Program for Agencies. Susanne and Jake are working to implement and report on the Management Action Plan (MAP) that came out of this process. Many of the items in the plan are dependent on funding through our 2024 Admin Budget submission. The committee recognized that this work is essential due to the significant risks associated with cybersecurity/data breaches.

b. Draft IT/Cybersecurity Policy

Susanne reported that this policy was drafted based on the City's extensive policies. It has been reviewed by two AOCCs and will be going to the City's Chief Information Security Office for their review prior to coming to the board for approval.

6. Other Business

a. Neighbourhood Food Hub

Susanne informed the committee that a quarterly report will be coming in October.

b. CRM Update

Susanne reported that the process of negotiating an agreement with the vendor is further delayed, essentially due to the City's evolving cybersecurity requirements. The committee discussed the challenge posed by Applegrove having to meet stringent City requirements in the face of limited capacity and funding, and that it poses a barrier for modernization and efficient service delivery that could affect the agency as a whole. Susanne will keep the committee apprised of any conversation with the City on this issue.

Program Update – October 2, 2023

Prenatal

- The program is going well and remains online.
- Staff are working on getting new workshop speakers and planning for once a month in-person program for participants to connect face to face.
- We received notification that our funding for this program got extended to March 2026.

EarlyON Programs

- The PC drop-in was busy in summer with many new families joining the program.
- The new staff team are working well together and are happy to have a full team
- The Applegrove Connection (satellite location) was closed for the summer and re-opened on Thursday, Sept 7. The PC staff are covering Thursday and Fridays while Louise is absent from her position.
- We have two new placements students from TMU who are doing their Early Child Studies placement with Applegrove from September 11 to November 29.

Afterschool

- The afterschool program is busy and we have added a group to meet the demand and compensate for lost revenue from the closure of our satellite location.
- We currently have 4 spaces to fill but are still getting phone calls about registration
- We have organized our PA day program registration so parents can register for more than one day at once. We are hoping this will also streamline the payments so there is less work involved with separate payments.

Youth Programs

- Youth Programs will be starting up again the week of October 16:
 - Leadership night on Mondays
 - Trial drop-in evening on Thursdays
- Many of the summer youth have expressed interest and we hope attendance will be increased this school year.
- We have Toronto Urban Health Funding with our partners Ralph Thornton Centre and Eastview for the next 3 years to support the youth program.

Older Adults

- We hired a new Adult and Seniors Coordinator in mid-July. Aida is a long-time staff and has been the Spanish Instructor for a very long time. May has provided orientation and onboarding and will continue to support her and the program as needed.
- The Older Adult programs has been successful with very good attendance. There have been a lot of new members and everyone is really enjoying the cooking program, movie matinees, trips and new programs offered. The Book Club is also getting new members and has grown since it started. The line dance group is operating out of SH Armstrong again after a 3 week break due to limited space at Applegrove and SH Armstrong.

- We received funding through the New Horizons for Seniors and Seniors Community Grant programs to pay for trips and buses. It has allowed for Applegrove to bring groups of seniors out of the City to enjoy different markets, parks, etc.
- The Food Champions program is still strong with many regular and new participants. We have continued doing our Good Food Markets at St. Joseph Seniors Residence once a month and have been approached by a resident at 110 Unity to help set up their library and do mobile programming at their site.
- The Spanish class has started its classes after a summer break, and is back to in person on Fridays in the lounge.
- We have a placement student working with the Older Adults Program from the George Brown Social Work Program. The student will be with Applegrove from September 2023 – April 2024.

Summer Camp and Leadership

- Summer Camp went smoothly and almost every week had a waitlist. Only 1 or 2 weeks weren't full. We had over 100 children on waitlists, which was the highest number ever.
- The Leadership Program went very well and we had to add more spots to accommodate the huge interest.
- The format of one 3-week session and one 2-week session was successful.
- We did not receive all anticipated funding from Canada Summer Jobs for staffing which we thought would result in a huge deficit. But due to a lot of staff absences and new fundraising initiatives, we ended with a small surplus at the end of the summer.
- Applegrove was fortunate once again to have 3 TDSB Focus on Youth students placed at our summer camp which helped with supervision and group activities.
- We also received a funding grant from YES (youth Employment Services) for another part-time staff in our summer program who worked 30 hours a week for support.