



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

**Board of Management Meeting
October 30, 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 October 2 Board of Management Meeting (*attached*)

7:05

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)
 - F.2. Term Deposit Renewal (*briefing note sent separately*)
 - F.3. Draft Revised Program Budget (*confidential briefing note sent separately*)

7:35

- G. Personnel & Policy Committee (*Oct 23 notes attached*)
 - G.1. Smoke and Vape-Free Policy (*attached*)

7:45

- H. Procedural Bylaw Amendment (*report and draft bill attached, draft updated bylaw document sent separately*)

7:55

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

8:00

- J. Adjournment

**Minutes of the Board of Management Meeting
October 2, 2023**

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

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

C. Indigenous Land Acknowledgement

Camille shared a personal reflection on Calls to Action 93 and 94, which relates to her experience as a newcomer to Canada and encountering information in government-issued information on topics such as residential schools that do not represent the realities that currently exist in Canada.

D. Declaration of Conflicts of Interest – None

E. Minutes of the August 16, 2023 Board of Management Meeting

MOTION (McKechnie/Bettonville)

To accept the minutes of the August 16 2023 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

McKechnie – yes

Rogers – yes

F. Finance

F.1. Year to Date Financial Report

Monica presented the financial variance report. Members discussed revenue changes and asked about the reason for lower than expected charitable donations. Monica explained that donations went up during the pandemic, have decreased and are expected to remain low unless Applegrove actively engages in fundraising. Monica presented the balance sheet. Members noted that it includes more information than in the past and Monica explained that we are now showing amortization and leasehold improvement information, as required to meet accounting standards.

MOTION (Buchan/Rogers)

To accept the year-to-date financial report.

Carried

F.2. Admin Budget Adjustment

Members discussed the 2023 Admin Budget shortfall in funds to cover unanticipated increases in audit fees.

MOTION (McKechnie/Munn)

To approve the submission of an over-expenditure form for the 2023 Admin Budget to reflect increased 2022 and 2023 audit fees.

Carried

F.3. 2023 Admin Budget Submission

Susanne presented the 2024 Admin Budget submission, which staff submitted to Financial Planning on September 15. She highlighted the increased costs in the areas of cybersecurity, TDSB permit costs and admin staff salaries and benefits.

MOTION (Bettonville/Buchan)

To approve the 2024 Core Admin Budget submission.

Carried

F.3. Revised 2023 Program Budget

Susanne presented the 2023 revised Program Budget, and highlighted that key factors contributing to a shrinking surplus over time include rising costs and increased investment in staff training and engagement. In addition, the projection is expected to change again due to increased demand on the Afterschool subsidy program.

MOTION (Lasch/Buchan)

To accept the revised 2023 Program Budget forecast.

Carried

G. Policy & Personnel Committee Report

Jim provided an overview of the committee notes. At its last meeting, members received a hiring report, and discussed staffing issues, ED performance management and succession

planning. The board skills and diversity assessment questionnaire is being updated and will be circulated in October in order to inform Board recruitment.

MOTION (Munn/McKechnie)

To accept the Policy and Personnel Committee report.

Carried

H. Risk Management

H.1 Cybersecurity Confirmation Program Update

Susanne reported that in addition to the request for funds for cybersecurity in the admin budget, staff are having a draft Cybersecurity Policy reviewed by City staff. Jim asked how the cybersecurity work would be implemented, and Susanne explained that the funding request includes time for our third party IT providers and that Jake would be involved also.

I. Executive Directors Report

Susanne shared that dealing with permit requests for Applegrove's leased space is a frustrating process which, as predicted, adds administrative burden. After 1.5 years the PC Drop-In air conditioner was repaired – just in time for winter. Susanne is putting her name forward for the Board of the Toronto Neighbourhood Centre (TNC) as Applegrove makes much use of opportunities provided by TNC and it presents a development opportunity for her. The AOCCs are flagging concerns to the City that more administrative work is being downloaded, for example managing Employee Assistance Plan benefits. Susanne informed the board about a concern expressed by a parent about the sale of freezies because they are not a healthy choice. Staff will give consideration to potential healthy snack options for fundraising.

MOTION (Rogers/Bettonville)

To accept the Executive Director's report.

Carried

J. Correspondence and Information – received

Susanne noted that development updates will no longer be included in this document, but that she will bring all such correspondence received to board meetings so that members can review it if they so choose.

K. Adjournment

The meeting was adjourned on a motion by Tammy Rogers, seconded by Shirin Karim.

Chair

Secretary



FINANCIAL VARIANCE REPORT

For the period ended September 30, 2023 (January 1 to September 30)

Admin - City of Toronto Budget

REVENUE

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

YTD budget gross revenue = **\$464,029**

YTD actual gross revenue = **\$465,261** a favourable variance of **\$1,233**.

The \$1,233 favourable variance is due to interest received from Alterna on the Admin/Core account accounts for the \$186 plus Workers' Compensation expense recovery of \$1,047.

EXPENSES

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

YTD budget gross expense = **\$470,612**

YTD actual gross expense = **\$471,445** an unfavourable variance of **\$833**.

The \$833 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 = **\$774,210**

YTD actual gross revenue = **\$846,440** a favourable difference of **\$72,231**

Revenue is up mainly due to deferred revenue from 2022 for activities that have/are taking place in 2023 e.g. Healthy Communities and Metcalfe grants for food hub, and New Horizons for Seniors.

EXPENSES

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

YTD budget gross expense = **\$756,649**

YTD actual gross expense = **\$692,656** a favourable difference of **\$63,993**.

Expenditures are down. The variance reflects lower than budgeted spending on furniture/equipment and on benefit costs as fewer employees joined OMERS than expected, as well as higher than budgeted spending on materials/supplies. It also includes purchased services that will be paid out between October and December 31, 2023, most related to the Food Hub.

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
ADMIN ACTUAL VS BUDGET
As of September 30, 2023

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	261,985	261,323	-661	-0.25%
Benefits	77,472	77,493	21	0.03%
Materials & Supplies	2,495	2,955	460	15.56%
Furniture & Equipment	7,029	7,335	306	4.18%
Purchased Services	122,464	121,506	-958	-0.79%
Total	471,445	470,612	-833	0%
INCOME				
Government Funding				
City of Toronto	464,029	464,029	-0	
Total Government	464,029	464,029	-0	
Others				
Misc.	1,232	0	-1,232	-100%
Total Others	1,232	0		
TOTAL INCOME	465,261	464,029	-1,233	-0.27%
SURPLUS(DEFICIT)	(6,184)	(25,084)	-18,900	75%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAM ACTUAL VS BUDGET
As of September 30, 2023

	Program Actual	Prg. Bud. Total	Variance \$	%
EXPENSES				
Salary	381,933	377,162	-4,771	-1.26%
Benefits	73,368	85,415	12,047	14.10%
Materials & Supplies	71,872	60,443	-11,429	-18.91%
Furniture & Equipment	2,477	7,800	5,323	68.25%
Purchased Services	163,005	225,829	62,823	27.82%
Total	692,656	756,649	63,993	8.46%
INCOME				
Government Funding				
City of Toronto	289,879	240,410	-49,470	-20.58%
Province of Ontario	70,882	39,525	-31,357	-79.33%
Federal Government	126,059	129,178	3,119	2.41%
Total Government	486,820	409,113	-77,708	-18.99%
Non-Government Funding				
Charitable Organizations	5,712	3,900	-1,812	-46.47%
Foundations/Corporations	35,804	31,587	-4,216	-13.35%
Total Non-Government	41,516	35,487	-6,029	-16.99%
Donations/Fundraising				
Charitable Donations-individual	4,889	24,047	19,158	79.67%
Fundraising	5,589	7,413	1,824	24.60%
Total Donations/fundraising	10,518	31,460	20,942	66.57%
Others				
User Fees	290,330	292,040	1,711	0.59%
Misc.	17,256	6,109	-11,147	-182.45%
Total Others	307,586	298,150	-9,436	-3.16%
TOTAL INCOME	846,440	774,210	<u>-72,231</u>	<u>-9.33%</u>
SURPLUS(DEFICIT)	153,785	17,561	-136,224	-776%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
September 30, 2023

	2023	2022
CURRENT ASSETS		
Cash	443,358	309,074
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	-8,172	57,317
Prepaid Expenses	6,685	26,677
	<u>636,737</u>	<u>555,981</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>868,436</u>	<u>804,795</u>
LIABILITIES, NET ASSETS AND RESERVES		
Current Liabilities		
Due to the City	0	5,902
Accounts payable and accrued liabilities	134,845	113,287
Deferred revenues	31,541	41,812
	<u>166,386</u>	<u>161,001</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>
	395,570	409,815
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	153,785	96,446
Admin current period	(6,184)	(2,139)
	<u>341,987</u>	<u>249,979</u>

<u>737,557</u>	<u>659,795</u>
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Reserves

Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	(4,143)	10,000
	<u>130,857</u>	<u>145,000</u>

<u>868,436</u>	<u>804,795</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

October 23, 2023 - 5:00 pm

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

1. Notes from September 26 Meeting

No changes needed.

2. Staffing

Updates

Susanne provided updates on current hiring processes, the resignation of one of the Parent-Child Workers and other personnel processes that are underway.

3. ED Performance Evaluation Discussion

Susanne shared highlights from her performance planner. Committee members and Susanne discussed areas of challenge and possibilities for how to address those challenges. Susanne will circulate a job description for the Manager of Strategic Initiatives position that exists at some other AOCCs, for discussion purposes.

4. Succession Planning

The committee reviewed the draft succession plan for the Program Director and agreed with the approach taken, which includes a success profile, job description review, knowledge transfer activities and a recruitment strategy. Susanne needs to confirm the parameters of a job description update with the City. She will provide ongoing updates and engage the committee on specific items as needed.

5. Board

a) Board Skills & Diversity Assessment

The committee will do a final review of the questions over email, and once they have been finalized Susanne will circulate the survey to the board.

b) Board Evaluation Questionnaire

Susanne will circulate the questionnaire from 2022 for committee review and discussion at the next meeting. The survey will be circulated after the last 2023 board meeting.

6. Policy

a) IT & Cybersecurity Policy

Feedback has not yet been received from the City on the draft IT/Cybersecurity Policy. Susanne will ask Jake to follow up.

b) Smoke and Vapour-Free Policy

The committee reviewed the draft policy and felt that it was supportive of staff in and outlines the rules/requirements in a way that is not judgemental. Medical use of cannabis would be addressed through the City's Accommodation Policy. It was agreed that Susanne would get feedback from May and Program Coordinators, then finalize the policy for board approval.



Applegrove Smoke and Vape-Free Policy

Approved May 31, 2010

Amended October 2023_DRAFT (formerly named Tobacco-Free Policy)

1. Policy Statement

- 1.1. Applegrove Community Complex (Applegrove) is committed to providing a smoke and vapour-free working and service environment.
- 1.2. Applegrove recognizes that there is conclusive evidence that:
 - Smoke and vapour-free environments protect health and have a positive impact upon cessation efforts
 - Exposure to tobacco/nicotine, regardless of delivery system is harmful, and that infants, children and adolescents are especially susceptible to the harmful effects of second-hand smoke and nicotine.
 - Reducing the visibility of smoking and vaping makes it less socially acceptable to children and youth
- 1.3. The Smoke-Free Ontario Act prohibits smoking and vaping of tobacco, cannabis and other substances on the grounds of school and community recreation facilities, and within 20 metres of the perimeter of their grounds.
- 1.4. In order to eliminate the risk of impaired performance due to substance use, the City of Toronto Substance Abuse Policy prohibits:
 - a) the use of alcohol or other drugs or substances, including cannabis, illegal substances or prescribed and over-the-counter medications that may impair performance and safety while at work;
 - b) being unfit for duty due to the use of or after-effects of the substances above; and
 - c) the distribution, offering for sale, or other possession of alcohol, marijuana or other drugs that would breach the Criminal Code, the Narcotics Control Act or other Federal or Provincial Legislation.

2. Definitions

Smoking - Smoking or holding lighted tobacco, cannabis or other lighted smoking material or equipment.

Vaping – The act of inhaling and exhaling an aerosol produced by a vaping product, such as vaping devices or electronic cigarettes.

3. Application

This policy applies to all Applegrove staff, volunteers, placement students, program participants and visitors.

4. Rules

All Applegrove facilities, events, activities and trips will be smoke and vapour-free.

The use of tobacco, cannabis and vaping products is prohibited for employees, volunteers, placement students and program participants who are:

- present at an Applegrove facility, program, event or other activity
- acting in an official capacity for Applegrove
- wearing Applegrove clothing.

Employees, volunteers, and placement students shall:

- a) refrain from bringing products and paraphernalia used for smoking, vaping or use of cannabis into Applegrove program spaces; and
- b) ensure that any product or paraphernalia used for the smoking or vaping of any substance that is allowed by law, is securely stored in the office or other designated location for the duration of time that the individual is at an Applegrove facility, event or activity.

As appropriate, programs may offer workshops on the risks of smoking, vaping and substance use/abuse.

This policy will not contravene or supersede any federal, provincial or municipal laws.

5. Exemptions and Accommodation

As per the Smoke-Free Ontario Act, 2017, S. 19, the prohibition on smoking tobacco and holding lit tobacco in any smoke-free place does not apply to:

- an Indigenous person who smokes tobacco or holds lit tobacco for traditional Indigenous cultural or spiritual purposes
- a non-Indigenous person who smokes tobacco or holds lit tobacco, if the activity is carried out with an Indigenous person for traditional Indigenous cultural or spiritual purposes.

Should an individual require medical accommodation for cannabis use Applegrove will review each case individually, under the direction of the Ontario Human Rights Code and using applicable City of Toronto policies and procedures.

6. Non-Compliance

If a volunteer, placement student, program participant or visitor does not follow the smoke and vapour-free policy, the most senior employee present shall:

- a) assume that the person is unaware of the policy;
- b) politely explain the policy and ask the person to comply; and
- c) in the event of continued non-compliance, seek support from their supervisor or management.

Any volunteer, placement student, program participant or visitor who refuses to comply with the policy will be asked to leave the Applegrove facility or activity until such time that they are willing and able to comply with the policy.

All employees have the right to leave an immediate location due to the presence of second-hand smoke/vapour without providing further services unless doing so would present an immediate, serious danger to the health or safety of any person.

If an employee does not follow the smoke and vapour-free policy, their supervisor or a member of management shall:

- a) remind the employee of the policy and ask that they comply; and
- b) in the event of continued non-compliance escalate the matter to senior management for investigation and potential disciplinary action.

Issues of substance abuse will be addressed as per the City of Toronto Substance Abuse Policy.

Support for cessation of smoking, vaping and substance abuse is available to all employees through the Employee Assistance Program.

7. Sale of Products

Applegrove will not sell any smoking or vaping products.

8. Donations

Applegrove will not accept donations from businesses that directly manufacture or import smoking or vaping products.

Applegrove Code of Conduct for Staff

[City of Toronto Substance Abuse Policy](#)

[City of Toronto Accommodation Policy](#)

Applegrove Tobacco Free Policy

Approved May 31, 2010

1. Rationale

- 1.1. Applegrove Community Complex recognizes that exposure to second hand smoke is hazardous to health and that non-smokers should be protected. Exposure to second-hand smoke can lead to serious illnesses in adults such as bronchitis, lung cancer, and cardiovascular disease. Children can also develop chest illnesses and asthma from exposure to tobacco smoke.
- 1.2. Like other tobacco products, there is conclusive scientific evidence that smokeless (spit) tobacco contains nicotine, carcinogens and other harmful substances that may lead to cancer and other diseases. Studies have shown that long-term users are at a 50-fold excess risk of cancer of the gum and cheek. Smokeless tobacco use also causes cancer of the pharynx, esophagus, larynx, pancreas, urinary tract, and nasal cancer in those who inhale snuff.
- 1.3. Applegrove also recognizes the challenges that smokers face when they try to quit.
- 1.4. Accordingly, Applegrove has developed the following policy to protect the health of all concerned. The move to go tobacco-free also complements Applegrove's desire to create a healthy family and community-friendly environment.
- 1.5. Applegrove believes that such an environment and image will be help to fulfill its mission, "Together, Building Our Community".

2. Who is Affected by the Policy?

This policy applies to Applegrove staff, volunteers, program participants and visitors, for both on-site and off-site events.

3. Timing

This policy is effective from June 15, 2010.

4. Designated Tobacco-Free Areas

- 4.1. Applegrove's main location and HAIG satellite are on Toronto District School Board property which has a smoke-free policy. Applegrove further designates its locations as tobacco-free.
- 4.2. Applegrove off-site trips and events should be tobacco-free.

5. Behavioural Expectations

5.1. Applegrove recognizes that role modeling can have a significant impact upon young people. Therefore, the following individuals and groups are to refrain from using tobacco while they are acting in an official capacity or while wearing Applegrove clothing:

- staff (when on work time, representing the organization or while wearing Applegrove clothing if relevant)
- volunteers (when working for or representing the organization or while wearing Applegrove clothing if relevant)
- program participants (while wearing Applegrove clothing if relevant).

5.2. As appropriate, programs will offer workshops on the risks of using tobacco.

6. Non-Compliance Strategy

6.1. At the beginning of off-site events and relevant trips, the MC, staff member or senior volunteers should briefly explain the tobacco-free policy and ask that participants who need to use tobacco, do so away from other participants.

6.2. The following strategy should be used if a volunteer, program participant or visitor does not follow the tobacco-free policy:

- a) Assume that the person is unaware of the tobacco-free policy.
- b) A staff member or senior volunteer should approach the person, politely explain the policy and ask the person not to use tobacco or remove Applegrove clothing while using tobacco.

6.3. The following strategy should be used if a staff does not follow the tobacco-free policy:

- a) The supervisor or a senior staff should politely remind the staff member of the policy and ask the person not to use tobacco. As appropriate, the supervisor can ask the staff remove Applegrove clothing while using tobacco.
- b) If the staff member continues not to follow the tobacco-free policy, the supervisor should treat this as any other non-compliance with agency policy.

7. Sale of Tobacco Products

Applegrove will not sell tobacco products.

8. Donations

Applegrove will not accept donations from businesses that directly manufacture or import tobacco products.

9. Policy Review

This policy will be reviewed six months after its introduction and at least every 2 years after that. This will ensure that the policy remains current and practical.

Report - Making Electronic Participation for Applegrove Board Meetings Permanent

Background

In April 2020, due to the COVID-19 pandemic the Applegrove Board of Management amended its procedural by-law to enable electronic participation in board and committee meetings during any period where an emergency has been declared to exist in all or part of the City of Toronto under section 4 or 7.0.1 of the Emergency Management and Civil Protection Act.

After the July 2020 provincial approval of Bill 197, the COVID-19 Economic Recovery Act and City Council's subsequent extension of electronic participation rules, in September 2020 the Board of Management amended its procedural by-law to enable electronic participation in meetings during the period until one year following the later of the termination of the Provincial emergency or the termination of the municipal emergency related to COVID-19. The municipal emergency ended on May 9, 2022, after the provincial emergency had ended. (Note: In November 2020 Applegrove then further amended its procedural by-law to update the board committee terms of reference for board committees.)

At its meeting of March 29, 30 and 31, 2023, City Council adopted [Item EX3.7](#), which 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 to 30 minutes, and authorize such 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.

In order to make electronic participation a permanent option for meetings, the Applegrove Board of Management must therefore again amend its procedural by-law.

Key Points

- Since 2020, Applegrove has permitted electronic participation at its meetings. This began as a response to the COVID-19 pandemic and has been a success.
- Board and committee members have expressed that remote participation is convenient and can allow for improved access and mitigate issues that may limit in-person participation.
- City Council and other local City boards are continuing with electronic meeting participation.
- Applegrove Community Complex Inc. is in the process of transitioning to the new Ontario Not-for-Profit Corporations Act (ONCA) regulatory framework, which allows and sets parameters for electronic participation in meetings.

Recommendation

That electronic participation in Applegrove meetings be continued and made permanent as per Attachment A - *Draft Bill to Amend Applegrove Board of Management Procedural By-law with respect to Electronic Meetings and the Time Required to Achieve Quorum*

Authority: Applegrove Community Centre Board of Management Item ##, adopted on October 30, 2023 and Executive Committee Item EX3.7 adopted as amended by City of Toronto Council on March 29, 30 and 31, 2023

**APPLEGROVE COMMUNITY COMPLEX BOARD OF MANAGEMENT
BY-LAW 1-2023**

To amend the Procedural By-law governing the proceedings of the Applegrove Board of Management.

The Applegrove Community Centre Board of Management enacts:

1. The Procedural By-law is amended as follows:

A. Amending Section 2.10 so that it reads as follows:

At the direction of the Chairperson:

- i) The Board may, despite section 2.1, hold a meeting where some or all of the Board Members participate electronically and a physical meeting may not be held at the premises of Applegrove.
- ii) Where a meeting is being held in accordance with subsection i):
 - a) notice of that Board meeting may not be posted at Applegrove, but, despite section 2.5, will be posted on the Applegrove website at www.applegrovecc.ca;
 - b) any Board Member participating in the meeting electronically will be deemed present for the purposes of determine whether a quorum is present and, despite section 4.1, will have the right to vote on any business before the Board;
 - c) any Board Member participating in the meeting electronically will be entitled to participate in any portion of the meeting closed to the public in accordance with section 2.6; and
 - d) this By-law will apply to the meeting, with any other minor modifications as may be required.

B. Amending Section 3,4 by:

Deleting the word "fifteen" and replacing it with the word "thirty".

C. Amending Section 7.7. so that it reads as follows:

At the direction of the Chairperson:

- i) A Committee of the Board may, despite subsection 7.3 i), hold a meeting where some or all of the members of the committee participate electronically and a physical meeting may not be held at the premises of Applegrove.

- ii) Where a meeting is being held in accordance with subsection i):
 - a) notice of that committee meeting may not be posted at Applegrove, but will be provided to Committee members by email;
 - b) any committee member participating in the meeting electronically will be deemed present and will have the right to vote on any business before the Committee in accordance with section 7.4;
 - c) any committee member participating in the meeting electronically will be entitled to participate in any portion of the meeting closed to the public; and
 - d) this By-law will apply to the meeting, with any other minor modifications as may be required.

D. Amending Section 8.1 so that it reads as follows:

8.1 At the direction of the Chairperson:

- a) An Annual Meeting or Special Meeting may be held where some or all of the membership participate electronically and a physical meeting may not be held.
- b) Where a meeting is being held in accordance with subsection a):
 - i) notice of that committee meeting may not be posted at Applegrove, but will be posted on Applegrove's website at www.applegrovecc.ca;
 - ii) any member participating in the meeting electronically will be deemed present and will have the right to vote where eligible; and
 - iii) this By-law will apply to the meeting, with any other minor modifications as may be required.

2. This by-law will come into force on the date it is enacted and passed.

Enacted and passed on October 30, 2023.

Jim Valentine, Chair

Applegrove Community Complex
Correspondence / Information Received
October 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>	Draft changes to Board of Management procedural by-law presented at Oct. 30 board meeting for approval.
Auditor General Toronto (Aug 28)	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.	Over-expenditure form for 2023 submitted Financial Planning to reflect fee increase on October 26, 2023.
City Clerk (Oct 25)	The City of Toronto adopted Official Plan Amendment 686 on October 12, 2023 by By-law 919-2023, with respect to the lands known as 16, 32, 44 and 66 Walpole Avenue. The purpose and effect of Official Plan Amendment 686 is to facilitate the severance of the parcels at 16 and 32 Walpole Avenue from 44 and 66 Walpole Avenue to facilitate the transfer of ownership of 16 and 32 Walpole Avenue from Toronto Community Housing Corporation to Circle Community Land Trust, a non-profit housing operator. For info: George Pantazis, Senior Planner 416-392-3566/George.Pantazis@toronto.ca.	R & F

*R&F = Receive and File



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Directors Meeting

October 30, 2023

AGENDA

8:00

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of October 2 Board of Directors Meeting (*attached*)
4. Homologation of October 30 Board of Management resolutions

8:10

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (Oct 11 *notes attached*)
 - 5.2. Strategy & Finance Committee Report (Oct 11 *notes attached*)

8:25

6. Strategic Planning Update and Implementation Plan Proposal (*sent separately*)
7. Ontario Not-for-Profit Act (ONCA) discussion (*sent separately*)

8:50

8. Program Update (*attached*)
9. November 27 Nourish Community Dinner

8:55

10. Directors' Concerns

9:00

11. Adjournment

Next Meetings and Events

Board Meeting November 27 (in person)

**Minutes of the Board of Directors Meeting
October 2, 2023**

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

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

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 August 16, 2023 Board of Directors Meeting

MOTION (McKechnie/Munn)

To accept the minutes of the August 16, 2023 Board of Directors Meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Buchan/McKechnie)

To homologate the resolutions made by the Board of Management at its October 2, 2023 meeting, as presented:

To accept the year-to-date financial report.

To accept the revised 2023 Program Budget forecast.

To approve the submission of an over-expenditure form for the 2023 Admin Budget to reflect increased 2022 and 2023 audit fees.

To approve the 2024 Core Admin Budget submission.

To accept the Personnel & Policy Committee report.

Carried

5. Standing Committees

5.1. Membership, Outreach and Inclusion Committee Report

Shirin provided an overview of the committee report, noting that key areas of

discussion were the City of Toronto Employee Engagement Survey, planning for DEIB evaluation/report-back, events and preparation for the upcoming fee review. On November 27 Members are invited to volunteer at the Nourish Community Dinner and Tammy shared additional information and suggestions. Susanne will send an email with event details.

5.2. Strategy and Finance Committee Report

Brian provided an overview of the report, noting that key issues discussed were the Admin Budget submission and 2021 AOCC settlement, that few grants are currently available, and that there is a lack of movement on the agreement with the vendor for the CRM/online registration system due to evolving City cybersecurity requirements. Camille asked whether Applegrove could just go ahead with the vendor, and Susanne reported that technically AOCCs do not need City approval but that City support may not be available if issues are encountered with the system down the road.

MOTION (Rogers/McKechnie)

To accept the Membership, Outreach and Inclusion Committee Report

Carried

MOTION (Munn/Bettonville)

To accept the Strategy & Finance Committee Report

Carried

6. ONCA Update

Brian provided an overview of the current status of the ONCA transition process.

7. Charitable Objects

Brian shared information about charitable objects/purposes as required by the CRA. Members reviewed the charitable objects/purposes drafted by the ONCA Working Group. Members felt that they generally described Applegrove's activities and discussed whether the focus should be on Applegrove as an organization or as a place. It was recommended that the term community centre be replaced with organization as the work could take place in different locations. The next step is review by the McMillan lawyer.

Susan Fletcher described that in the 1990s Applegrove was faced with a decision to operate in one location or in multiple locations and chose one primary location with satellite sites in order to meet the needs in the community.

8. Strategic Planning

Staff recommended that the board consider additional investment in the strategic planning process in order to develop an implementation plan, using funds available through food hub grant funds received by Applegrove as administration fees.

MOTION (McKechnie/Munn)

To direct the Executive Director, working with the Board-Staff Strategic Planning Working Group, to engage with SN Management on scope of work, deliverables and pricing for creation of an implementation plan for Applegrove's new strategic plan.

Carried

9. Program Update

Susanne reported that programs are running well and that the Seniors Program in particular is thriving. She consulted with members on whether or not Applegrove should offer a holiday camp.

MOTION (McKechnie/Buchan)

To receive the program update.

Carried

10. Directors' Concerns – none

11. Adjournment

The meeting was adjourned on a motion by Sue Munn and Ann McKechnie.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

"COMMUNITY AT ITS CORE"

Membership, Outreach & Inclusion Committee

Committee Notes

October 11, 2023 at 7:00 p.m.

Present: Sue Munn, Sara Lasch, Shirin Karim, Pierre Bois

Staff: Susanne Burkhardt, Liliana Sanchez-Valdez, May Seto (recorder)

1. Welcome and Introductions

2. Board-Staff DEIB Committee

a) June 14 Meeting Notes – no comments

b) DEIB Updates

i. Activities

Susanne shared that the DEIB book club went well, with the next meeting scheduled for January 24. The next book has not been chosen. A suggestion was for everyone to make recommendations for the next book. Sara suggested more fiction titles. In addition to the book club, staff created a Google drive with DEIB resource materials of interest to staff and board.

ii. Learning/Training/Development

Susanne provided an update on communications training done with the summer camp staff that was well received. After a debrief with the facilitator additional in-depth training is being planned with the Afterschool Leads team to deepen communication skills and build capacity for effective conflict resolution.

Susanne shared that she finally finished her certificate program on mental health and psychological safety and is participating in a series on episodic disabilities. She is also putting her name forward to be on the TNC Board as a way to work more closely with them, as they do a lot of DEIB work.

iii. Advancement

Susanne presented a draft employee advancement plan template, to be implemented as part of regular supervision meetings. Committee members provided feedback and suggested the following:

- Add space for a date for next review date
- Add some examples of goals
- Consider if there is a way for team leads to develop skill sets for having advancement conversations with mentees
- Identify areas that staff are experiencing challenges and put an area for comments (usually included already in supervision meetings)

For summer staff, would have to implement it in training and figure out how this would work with them. One idea is to ask camp staff one question: “What is one thing you want more experience with this summer”?

c) DEIB Evaluation and Reporting Update

The committee met today and Susanne provided a short update. Staff will work on recommendations for 2024. Once we have a better sense for Strategic Planning, will have DEIB evaluation follow a similar plan.

d) Committee Terms of Reference

Members reviewed and approved the preliminary draft responsibilities, with more to be added e.g. based on the staff consultation results. The committee will keep this document evolving and suggested adding a section on evaluation and reporting.

3. September 20 MOI Committee Meeting Notes – no comments

4. Events

a) Movie Night

This is on November 18 at the Neighbourhood Food Hub (NFH) and we are keeping it simple. The movie starts at 5:30 pm, we plan to sell kid friendly food and do a lot of promotion. The intention is for these to be fundraisers based on “pay what you can” and concession sales. We hope to do these types of events more throughout the year.

b) Staff-Board Social

The Staff-Board Social is scheduled for Thursday, December 14 at the NFH. Looking at some online trivia games for people to work together. We are considering ordering the food from Tea and Bannock and looking at Applegrove merchandise as a staff gift.

c) Nourish Community Dinner

Applegrove is hosting the November food bank dinner on Monday, November 27 before our board meeting. Volunteer roles include set up, serving, clean up, etc. Through May, a local Chinese restaurant will donate much of the food - any additional food will be purchased. A table will be set up for client engagement, with a small gift bag provided.

d) Annual Event – Goals Discussion

Our annual event was Pasta Fest, which was great but labour intensive and did not generate a lot of funds. The agency would like to develop a new annual event. Staff are working with a local volunteer initiative called “Honest impact initiative”, who want to give time, treasure and talent and are interested to support this.

The committee discussed key goals for an annual event:

- Fundraising (community supporting Applegrove)
- Raise Applegrove’s community profile
- Engage with existing and new community partners

- Bring everyone together - intergenerational
- Manageable investment of staff time (not hugely labour intensive)

5. Fee Review Discussion

Susanne provided an overview of the subsidy review briefing note and suggested that it may be a good idea to have a subsidy policy that outlines the parameters. After some discussion, members were not in favour of a cap however recognized that one may be necessary due to budget constraints. Some questions were:

- Can we fundraise for to support subsidies for those families who can't afford fees - worth a try before we cap subsidy.
- What changes to the overall fee model may be feasible that could also support the subsidy program?

Staff will look at some recommendations and factor them into the draft program budget which will be presented at the next board meeting. Committee agreed developing a subsidy policy and/or guidelines.

6. Other Business - none

Next meetings

November 15

December 13 (if needed)

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“COMMUNITY AT ITS CORE”

Strategy & Finance Committee Notes

October 11, 2023 – 5:30 p.m.

Present: Brian Buchan, Moneca Yardley
Staff: Susanne Burkhardt (recorder)
Guests: Andy Yan, Todd Toso from High Impact Initiative
Regrets: Ann McKechnie

1. Partnerships and Grants

Susanne introduced Andy Yan, Todd Toso from High Impact Initiative, and gave background information on how Applegrove has been working with them to establish a longer-term partnership focused on receiving time, treasure and talent through their efforts. Andy provided an overview of their process to identify Applegrove as a charity that they want to work with. Due to not all committee members being present further discussion was deferred to the next committee meeting.

2. Strategic Planning

The committee reviewed the proposal for additional work to be done on the development of a Strategic Plan Monitoring Framework including KPIs, measures and measurement tools, key results and measurements used to report on them, and a Year One Operating Plan to support the Plan's implementation.

The committee requested that Susanne follow up to inquire about whether the implementation plan would include a communication plan to share the new plan with Applegrove stakeholders and the community, as is part of implementation. The committee discussed that the KPIs and monitoring framework should be approved by the board at its meeting in January. It was noted that the cost seemed reasonable and that the committee would recommend that the proposal be approved by the board at its next meeting.

Program Update – October 30, 2023

Prenatal Program

- Nothing new for the program to report this month

EarlyON Programs

- The PC program continues to run smoothly with busy days and some quieter days.
- One PC staff is still covering for the satellite location each week due to a staff absence.
- The Applegrove Connection attendance isn't as busy and outreach needs to be done to promote the program and increase participation.
- Staff are working on the 2024 EarlyON budget which is due at the end of November.
- After months of a full staff team in the PC Drop-in, one of the staff is leaving for a full-time position at another AOCC so we have posted for a part-time Program Worker RECE position for 27 hours per week. The staff's last day is November 1. Casual Relief staff will cover shifts while we hire and try to fill the position. The job posting closes on November 10.

Afterschool

- The program continues to be busy. We currently have 5 spaces to fill and have been doing promotion and outreach to fill the spaces.
- We will not run a holiday camp so staff have some time to rest and enjoy some time off.
- There have been many staff absences within our Afterschool team due to illness and inability to commit to given shifts. We are doing some more hiring for casual/relief positions so we have extra staff on hand, and speaking with some about commitment.
- Youth Employment Services has provided funding to Applegrove so we can hire an additional Afterschool Counsellor. They will be working 4 days a week for 20 weeks.

Youth Programs

- Youth Programs have started. The Monday drop-in time has been slow and staff agreed that it would be operated on a trial basis for a couple of months. If attendance doesn't pick up, we will not operate Mondays.
- Thursdays are going really well with over 12 participants registered.
- Two staff, Shernel and Jared, have been hired in the Youth Program Worker positions.

Older Adults

- Programs continue to thrive with many of the activities well attended.
- The St. Jacob's trip on October 19 had 43 registered participants. The weather was perfect. The group had a great time and looks forward to the next bus trip.
- This month's cooking session was South Asian food, led by one of our older adult participants. The group made butter chicken, basmati rice, and curried vegetables. Samosas and Indian sweets rounded out a nice Friday afternoon.
- Aida is settling nicely into her new Adult and Seniors Coordinator position and has had a chance to visit all the programs and meet most of the participants.

- She met with all the instructors and casual relief Seniors staff and has been researching ideas for future monthly calendars.
- Applegrove will host another Seniors Active Living Fair on Friday, November 17 from 10:30 am to 2:30 pm in the Duke gym. There will be both for profit and non-profit vendors for participants to visit and ask questions. There will be 2 demos and 2 workshops, entertainment, and a free lunch. This event is funded by OACAO and we will expect over 100 participants to attend.