



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

**Board of Management Meeting
February 26, 2024**

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 January 29 Board of Management Meeting (*attached*)

7:10

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

- F. In Camera Minutes of January 29 Board of Management Meeting (*sent separately*)

Motion needed to return to the public meeting.

7:15

- G. Finance
 - G.1. Admin Budget Update
 - G.2. Preliminary Statement of Operations (*sent separately*)
 - G.3. Audit Update
 - G.4. Amended Finance Policies
 - i) Credit Card Use Policy
 - ii) Board Member Reimbursement Policy
 - iii) Capitalization Policy

7:35

- H. Personnel & Policy Committee (*Feb 12 minutes attached*)

7:45

- I. Board
 - I.1. Board and Board office vacancies
 - I.2. Annual General Meeting
 - I.3. 2024 Recruitment Priorities

8:00

- K. Executive Directors Report
- L. Correspondence Received

8:10

- M. Adjournment

**Minutes of the Board of Management Meeting
January 29, 2024 via ZOOM**

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

Present: Brian Buchan, Shirin Karim, Sarah Lasch, Susan Munn, Tammy Rogers, Jim Valentine
(Chair), Moneca Yardley
Regrets: Camille Bettonville, Councillor Paula Fletcher, Ann McKechnie,
Absent: Sara Ehrhardt
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 amended, with addition of a new item to follow the approval of the minutes.

B. Welcome and Introductions

C. Indigenous Land Acknowledgement

Susanne shared the City's Reconciliation Action Plan vision, mission and values. It was suggested that the values of good mind, right relations and seven grandfather teachings be discussed at a future meeting.

A schedule for personal reflections on Truth and Reconciliation will be created and shared.

D. Declaration of Conflicts of Interest – None

E. Minutes of the November 27, 2023 Board of Management Meeting

MOTION (Buchan/Rogers)

To accept the minutes of the November 27, 2023 Board of Management Meeting.

Carried

Recorded Vote:

Valentine – yes
Munn – yes
Karim – yes
Buchan – yes
Lasch – yes
Rogers – yes
Yardley – yes

F. Director Resignation

Jim shared with members that due to unforeseen circumstances, Ann McKechnie has had to resign from the Board. The Board thanked Ann for her service. Ann's contributions were greatly valued and she will be missed.

MOTION (Yardley/Lasch)

To accept the resignation of Ann McKechnie for the Board of Directors and Board of Management effective January 29, 2024.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

G. Finance

F.1. Year to Date Financial Report

Monica provided an overview of the preliminary Admin year-end financial statement of operations. Few entries remain and Applegrove has not received actuary values from the City yet. No major changes are expected. The program year end statements are not ready due to some year end expenditures that have to be posted.

F.2. Audit Update

Susanne provided an update. The auditors requested a list of items in January which was earlier than expected, and most have been provided by management. The auditors will come in-person late February/early March for fieldwork.

F.3. Grant Submission Authority

Susanne shared that we request board approval to submit regular and recurring grants

MOTION (Yardley/Lasch)

To approve the submission of all recurring and regular funding applications in 2024 unless there are significant changes to the level of funding: Canada Summer Job, Canada Volunteer Income Tax Program, EarlyON, New Horizons for Seniors, Seniors Active Living Centres, Summer Experience, Seniors Community Grant, Seniors Wellness Fair.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

H. Personnel & Policy Committee Report

Jim highlighted key points from the report.

G.1. Updated Privacy Policy

The committee reviewed and provided feedback on this updated policy. It is based on City of Toronto policy and was informed by the privacy policies of a few other AOCCs. The updated policy will be posted on the website and distributed to staff with some training.

MOTION *(Buchan/Munn)*

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

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

I. Management vacation report

See confidential in-camera minutes.

J. Facility Updates

See confidential in-camera minutes.

K. Cybersecurity update

See confidential in-camera minutes.

MOTION *(Buchan/Lasch)*

To return to the public meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

MOTION (Karim/Rogers)

To approve the updated Privacy Policy as circulated.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

MOTION (Buchan/Lasch)

To approve the management vacation report actions as presented.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

L. Strategic Plan

Susanne provided an update on strategic planning. Staff have done preliminary work using the template provided by the consultant, however the format is challenging to work with. Staff will work with the consultant to revise the process.

Jim reminded members that they were asked to vote on the motion below by email, and that the board would be asked to ratify that approval at tonight's meeting.

MOTION (Karim/Rogers)

To ratify the final approval of the strategic plan, which was approved by nine members via email from the period of January 10 to January 14, 2024.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

M. Executive Directors Report

Susanne shared that May will be on vacation for the month of May and that Susanne will also be away for over two weeks in June.

While the focus on succession planning for the Program Director position has been a priority, there will be some cascading succession planning required to be prepared for the possibility of movement within the organization. Management is reflecting on this.

Susanne shared that we have grant funds to beautify the space in the lounge, and that the ongoing re-organization of the office space is almost complete and it is much more functional.

The board evaluation survey will be sent out later this week. This is an evaluation of how well the board is functioning and usually happens on a bi-annual basis, with shorter and in-depth surveys alternating every other year. This year, the longer version will be administered.

Susanne received a complaint from a client regarding a past incident and is addressing it.

N. Correspondence and Information Received

Today Susanne received a memo regarding the cybersecurity services available for City Agencies. She will follow up as required.

MOTION (Karim/Rogers)

To accept the Executive Director's Report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Board of Management Minutes

January 29, 2024

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Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

O. Adjournment

The meeting was adjourned on a motion by Susan Munn, seconded by Sarah Lasch.

Chair

Secretary

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

February 12, 2024 - 5:00 pm

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

1. Notes from November 22 Meeting

No changes needed.

2. Staffing

a) Updates

Susanne provided updates on current staffing issues, hiring processes, training activities and rollout of employee development plans.

3. Performance Evaluation

a) Updates

Susanne shared that management performance evaluation is underway.

b) ED Performance Evaluation

A date will be scheduled for the 2023 ED performance evaluation. Susanne will share her 2024 performance goals with the committee at that time.

4. Succession Planning

Susanne reported that the Program Director job description cannot be changed, but may be amended to create a posting that captures centre-specific programs, systems and other information. The committee discussed a success profile. Susanne will compile information on skills and attributes from previous postings for committee review and further discussion. She will also consult with staff.

5. Board

a) Board Recruitment Priorities

The committee reviewed the board skills and diversity assessment findings and discussed skill sets that would support implementation of the new strategic plan. Preliminary recruitment priorities were identified and will be shared with the MOI committee. The committee also discussed socio-demographic diversity of the board and the importance of implementing effective recruitment strategies.

6. Policy**a) 2024 Policy Priorities**

Susanne presented a list of proposed 2024 priorities for updating existing policies and developing new policies and procedures for Applegrove and the Food Hub. The prioritization process considered risk, frequency of use, legislative/City/funder requirements, current operational need, emerging issues, time since most recent review, identified strategic priorities, and complexity and effort required. The committee endorsed the proposed priorities.

7. Committee Work Plan

The committee reviewed its 2023 and noted items deferred to 2024. The 2024 work plan was reviewed and will be updated with the identified policy priorities.

8. Other Business

Camille informed the committee of her upcoming travels. Susanne will work with the committee to reschedule meeting times that will enable Camille to participate while away.



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Board of Directors Meeting

February 26, 2024

AGENDA

8:10

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

8:15

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Feb 20 minutes attached*)
 - 5.2. Strategy & Finance Committee Report (*Feb 13 minutes attached*)
 - i) ONCA Update

8:35

6. Draft Charitable Objects

8:40

7. Program Update (*attached*)
8. 2023 Program Statistics (*attached*)
9. Program Budget Update

8:55

10. Directors' Concerns

9:00

11. Adjournment

Next Meetings and Events

March 25	(virtual)
April 29	(in-person)
May 27	(virtual)

**Minutes of the Board of Directors Meeting
January 29, 2024 via ZOOM**

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

Present: Brian Buchan, Shirin Karim, Sarah Lasch, Susan Munn, Tammy Rogers, Jim Valentine
(Chair), Moneca Yardley
Regrets: Camille Bettonville, Councillor Paula Fletcher, Ann McKechnie,
Absent: Sara Ehrhardt
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 November 27, 2023 Board of Directors Meeting

MOTION (Buchan/Karim)

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

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Karim)

To homologate the resolutions made by the Board of Management at its November 27, 2023 meeting, as presented:

- To accept the minutes of the November 27, 2023 Board of Management Meeting.*

- *To accept the resignation of Ann McKechnie for the Board of Directors and Board of Management effective January 29, 2024.*
- *To approve the submission of all recurring and regular funding applications in 2024 unless there are significant changes to the level of funding: Canada Summer Job, Canada Volunteer Income Tax Program, EarlyON, New Horizons for Seniors, Seniors Active Living Centres, Summer Experience, Seniors Community Grant, Seniors Wellness Fair.*
- *To approve the updated Privacy Policy as circulated.*
- *To approve the management vacation report actions as presented.*
- *To ratify the final approval of the strategic plan, which was approved by nine members via email from the period of January 10 to January 14, 2024.*
- *To accept the Executive Director's Report.*

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

5. Standing Committees

5.1. Membership, Outreach and Inclusion Committee Report

Susan reviewed highlights from the meeting notes. A 2024 Diversity, Equity, Inclusion & Belonging (DEIB) work plan is in place. Reporting is monthly on actions and quarterly on budget. It will be posted in the office. Employee advancement plans will soon be rolled out at staff supervision meetings. Applegrove's definition of DEIB requires more work by the committee. At its next meeting the committee will review the process and materials for the upcoming board recruitment with a DEIB lens.

5.2. Strategy and Finance Committee Report

Susanne reviewed highlights from the meeting notes. She noted that the communications plan for the Strategic Plan requires more work, and that it was identified that not all strategic goals may have KPI's associated with them. The meeting also covered Applegrove an audit update and ONCA work

i) ONCA Update

Councillor Fletcher was provided with an update on the ONCA work and expressed strong concern about the potential of not having a City included on the Board of Directors for the Not-for-Profit Corporation, which brings implications for the governance relationship between the City Agency and the Not-for-Profit Corporation. The Councillor asked Susanne to work with City legal

and governance staff to make sure that Applegrove meets its obligations to the City and to the new ONCA legislation. Susanne has contacted City legal.

Brian noted that with Ann's resignation the committee may need another member to meet quorum for the committee. Susanne noted that the board has authority to appoint a director to serve until the end of the term. This requires more thought.

MOTION (Lasch/Buchan)

To accept the Membership, Outreach & Inclusion Committee Report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

MOTION (Rogers/Munn)

To accept the Strategy & Finance Committee Report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Buchan – yes

Lasch – yes

Rogers – yes

Yardley – yes

6. Program Update

May highlighted key points in the program update.

MOTION (Yardley/Munn)

To receive the program update.

Carried

7. Directors' Concerns – none

8. Adjournment

Board of Directors Minutes

January 29, 2024

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The meeting was adjourned on a motion by Susan Munn and Sarah Lasch.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee Minutes

February 20, 2024 at 7:00 p.m.

Present: Pierre, Shirin, Josh, Susanne, May, Alexandra (guest), Susan, Liliana
Regrets: Tammy, Sarah

1. Welcome and Introductions

2. Board-Staff Diversity, Equity, Inclusion & Belonging (DEIB) Committee

a. *January 17 Meeting Notes* – no changes

b. *Activities*

Josh reported that program activities have been planned for Lunar New Year and Black History Month. Food will be ordered for staff to celebrate Black History Month, and an online workshop will be screened. The last DEIB book club went well. Susanne reported that the staff development plan template was finalized, piloted and will be shared with core staff tomorrow. She shared that conflict resolution workshop for the lead staff was great. Liliana added that she liked the train the trainer approach to the talking circle. The same workshop will be offered again for other staff. Josh noted that the DEIB work plan was introduced at the last staff meeting and posted in the office. Susanne shared that she, Liliana and Sarah did the draft TNC Reconciliation Assessment tool, which stimulated a lot of discussion. At a future meeting she would like to discuss follow up.

c. *2024 Work Plan Report*

Susanne shared an overview of areas of progress. Shirin noted that as a monitoring tool, the work plan is easy to follow and reminds us what is happening.

d. *DEIB Definition*

The committee reviewed the draft definition prepared by Shirin, Sue and Sarah. Shirin noted that inclusion reflects internal and external perspectives. The committee discussed the term “decolonization” in the context of Applegrove. It was suggested to acknowledge that Applegrove is part of a colonial system. Pierre suggested reviewing the City’s Reconciliation Action Plan section on decolonization. Recommendations for defining belonging included adding volunteers and not using the word stakeholders. An alternative could be constituents. It was noted that the term is in the strategic plan.

e. *Staff-Board Retreat*

This is on the 2024 DEIB work plan. Ideas include giving staff an update and shared learning. It was suggested it take place after the new board is in place to complement the orientation process. Shirin reminded the committee about the idea of showing a film with discussion afterwards. Another idea is to have Anke facilitate a process of using

talking circles to engage in discussion. Susanne noted that we can check in with staff to see what is meaningful for them and come back with suggestions.

3. January 17 MOI Committee Meeting Notes – no changes

4. Events

a. Nourish Community Dinner

Applegrove will purchase the food and provides some volunteers for the March Nourish dinner. Board members who wish to can join, then also join in person for the Zoom board meeting afterward.

b. Annual Event

Josh shared that the Committee has met twice and things are moving. It will be a music event with art and take place on September 21 or October 19 at the Food Hub. A donor/sponsorship model is being developed and funds will be raised through various activities including selling food and drink and an auction. The Committee is having conversations with musicians but none are confirmed yet. A one-page overview is being developed to outline the event and what Applegrove can offer.

5. Subsidy Discussion

The current model works well but staff have identified a few issues and needs, including the need for a clear approach to subsidy for the seniors program. Additional considerations are:

- the potential for rising demand with limited resources – while this has not been an issue in the past this year we expect to exceed our budgeted subsidy amount for the Afterschool program and possibly for summer camp.
- Lack of a mechanism to balance individual/family need with community level need
- No clear definition for household income
- No formal requirement for people to update their financial status if it changes

The committee discussed the ideas of a cap per household, having flexibility to offer more if funds remain available on a case by case basis, discontinuing subsidy eligibility if someone does not participate fully, setting a subsidy budget but having the board approve a higher contingency amount in case more funds are needed. Members confirmed that while offering relief to greater number of families is ideal it is also important to make sure not to leave families with multiple children in a tough position. The most vulnerable families should be prioritized. It was also noted that fundraising could be done to support our subsidy program in future. Overall the recommendation is to work with a concept of a cap and be supportive as possible, and to continue with self-definition of what constitutes a household income.

6. AGM Planning

a. Work Plan

Susanne shared that the work plan includes the required deadlines.

b. Event Overview

Planning is underway. The theme will be local music and activities related to Applegrove's 45th birthday. Food will be ordered from a local business.

7. Board Recruitment

a. Priorities

Susanne shared the priorities identified by the Personnel & Policy committee, with consideration of the Board Skills & Diversity Assessment findings and the Strategic Plan. Priorities include a greater age and income distribution, finance, fundraising, commitment to DEIB and general diversity (people who experience different barriers).

b. Materials

Alex noted that younger people may have difficulty with the time commitment. Maybe messaging could be "minimum 5 hours" and additional hours if possible?

c. Strategy

The committee discussed recruitment outreach. For seniors, strategies can include active recruiting from within the seniors program and a notice in Beach Metro news. Online methods include posting on Charity Village, Volunteer Toronto, and Boardshift and posting to colleges/universities. Community opportunities include reaching out to Don Summerville, flyer drops at TCHC and Wigwamen, and outreach through the Food Hub, food bank, and library. Specific networks/agencies that reflect our recruitment priorities include CILT, TDSB Adult Learning Centre and TNC. It was also suggested to reach out to former board members.

Shirin highlighted the need to think about how to support people wanting to contribute. This includes making sure that orientation is thorough and looking at what support looks like beyond that. Susanne will flag this for the Personnel & Policy Committee.

This year the board will be looking to fill 3 or 4 vacancies, of which 2 have to live in catchment. This will also inform outreach strategies. Susanne will send updated recruitment materials to members for feedback. Susanne reminded members that the those who are board members function as the nominations committee and are responsible for screening, interviews and recommending nominees to the board.

Next meetings

March 20

April 10

May 15

APPLEGROVE COMMUNITY COMPLEX

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“COMMUNITY AT ITS CORE”

Strategy & Finance Committee Minutes

February 13, 2024 – 9:00 a.m.

Board Members: Brian Buchan, Moneca Yardley, Jim Valentine

Staff: Susanne Burkhardt (recorder)

1. January 23 Meeting Notes – no changes needed

2. Finance

a. Audit Update

Susanne and Monica reported that most of the background information and documents have been provided to the auditor and Monica is working on the required lead sheets. Fieldwork will be in early March – Susanne has asked the auditors to confirm the dates.

b. Draft 2023 Year-end Program Statement of Operations

Susanne presented the statement of operations and provided rationale for variances. She will follow up on the explanation for the variance in purchased services. Monica explained that the Program Budget does not typically include the deferred revenues from the previous years as these are generally not known when the budget is developed, and that funds deferred from previous years sit in the balance sheet. The committee agreed that Applegrove should develop a method to report on both in a way so that the full financial picture can be monitored and reported on regularly.

c. Financial Policies and Procedures Review

Members have received a copy of Applegrove’s financial procedures for their information. Brian noted that the role of the chair in an emergency is not as clear or as prominent as might be expected. It was recommended that this procedure come to the committee at its next meeting for further discussion.

Committee members and staff shared feedback on the financial policies. Minor amendments were recommended to the Program Reserves, Credit Card Use and Capitalization policies. Members felt that no changes were required to the proposed updated to the Board Member Reimbursement Policy. Staff will make the recommended changes to each policy and proposed amendments will be tabled at the next board meeting for approval.

Susanne shared that Applegrove does not have a procurement policy. She has asked other AOCCs to share their policies. Applegrove is expected to comply with the City’s policy, which is complex. As an interim measure Susanne will draft procurement guidelines, with the intention of moving toward development of a policy. The committee also identified a need

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“COMMUNITY AT ITS CORE”

to have documented limits for signing authorities. For informational purposes committee members will share procurement policies that they are familiar with or use.

3. Ontario Not-for-Profit Act (ONCA)

Susanne reminded members of Applegrove’s current governance model and shared that she met with staff from the City Manager’s office. They requested that Applegrove provide a list of key governance questions raised through the ONCA transition process, which they will respond to. This will help confirm a model that meets City and ONCA needs. Members asked about timelines and Brian shared that the intention is to have members approve the new bylaws at the June AGM, however that should it be necessary a special members meeting could be called closer to the October ONCA deadline.

4. Risk Management

The current risk register tool does not distinguish between risk type or velocity, and has limited effectiveness in surfacing the most relevant risks at any point in time. The committee discussed that scoring remains important and that judgement on risk should consider probability, velocity and impact and identify a threshold for elevating risks for more nuanced discussion/follow-up. It is however important, that due to capacity constraints Applegrove’s risk management approach remains relatively simple. The committee will continue to work on updating Applegrove’s approach to risk management.

5. Committee Work Plan

The 2023 work plan was reviewed and provides a good record of the committee’s work. The 2024 work plan was reviewed. It was recommended that annual activities be bolded so that they can be differentiated from one-time/time limited activities. Susanne will update the work plan to include the procurement guidelines.

6. Other Business

Susanne met with the City’s Chief Cybersecurity Officer for a check-in. It provided the opportunity to share Applegrove needs. One issue she raised was the question of Applegrove being able to leverage approved City systems and contracts for cloud-based software and services, for example a secure drop box that could hold board documents among other things.

Program Update – Feb 26 2024

Prenatal Program

- Our first in-person session was cancelled and changed to online because of staff illness.
- We will have our first in-person session on Feb 26.

EarlyON Programs

- Targeted outreach is being done on a weekly basis by staff and placement student.
- May has connected with the Wigwamen community on Coxwell and will be working with one of the EarlyON staff to get packages together for outreach.

Afterschool

- No new changes to the Afterschool program. We are still not full and have some spaces available. Josh has sent an email to current participants to poll who will be returning next school year.
- Program continues to do well.

Youth Programs

- The youth program is running smoothly.
- Staff and participants are working on a community event and looking at food training
- One of the Youth Program Workers is taking a break from working in the program, so we have a job posting up for a replacement.

Older Adults

- The older adult programs continue to do well and are well attended.
- Lots going on in the February calendar with some new activities such as knitting, a Lunar Nights trip, lunch and learn, etc.
- We hosted a Lunar New Year/Valentines Day party and had over 40 people in attendance. The seniors enjoyed Chinese food from Wok & Roast and entertainment.
- Our SSW placement student will be facilitating a cooking session on Vietnamese food
- We will be hosting a Food Handlers Certification Course in March for older adults and volunteers at the Food Hub.

Income Tax Clinic

- Our income tax clinic will be starting up again on Wednesdays from Feb. 28 to Apr. 24.
- We are getting calls for appointments on a daily basis.
- We have 3 volunteers on board to help with taxes, along with the Seniors Coordinator
- We plan to include our income tax posters in the outreach packages to the Wigwamen community.
- We received \$4,000 from the Toronto Neighbourhood Centres (TNC) to support and expand the income tax clinics.

Food Hub

- The weekly Mindfulness/Meditation Drop-in program for food bank clients on Mondays have started. There has been lots of interest during outreach but have seen only a handful of participants attending. The facilitator has shared that sessions have been very positive and successful.
- Applegrove will be hosting another monthly dinner in March, along with an activity.
- We have submitted a grant application to host a monthly Seniors Café.
- The Neighbourhood Food Project/Leslieville Market (former Greenbelt Markets) is working with Susanne to submit a letter of interest to the Metcalf Foundation Inclusive Local Economies Opportunities Fund to continue its incubation program for low-income food entrepreneurs. If invited to submit a proposal Applegrove will be lead applicant as Metcalf only funds registered charities. An MOU would be signed for the project delivery.
- East End United is submitting a capital grant application to the Ontario Trillium Foundation to replace the basement stage with a second walk-in fridge/freezer, additional storage space and a washer/dryer at the food hub. Applegrove will be listed as a partner on the application, acting in an advisory capacity. This is part of the ongoing collaborative work of the food hub partners to improve functionality for food-based programs and activities.

Summer Camp & Leadership

- Summer Camp registration started on Feb. 5 and after the first day of registration, the camp was completely full.
- There is still lots of room in our Leadership Camp.
- We are still working with the TDSB to secure a location for the summer. Roden Public School is looking like a good possibility. Once the TDSB meets with the school Principal, staff will be able to schedule a meeting to see the spaces.
- Summer Camp job postings will be going up soon.

DRAFT APPLEGROVE PROGRAM UTILIZATION STATISTICS

2019–2023

Notes

- Averages are based on the number of years that the program was offered
- Due to the pandemic, not all programs have operated continuously:
 - Afterschool Satellite did not operate during 2020 and was discontinued as of June 2023
 - AG Connection EarlyON closed Mar 2020, re-opened Sept 2022 in new location (Food Hub)
 - Summer Leadership was not offered in 2020
 - Hours for the Teen Program were significantly reduced in 2020, 2021 and 2022
- There have been some changes to the program selection over 5 years:
 - Junior Leaders program (linked to Afterschool program) is no longer offered
 - As of October, 2022 an evening youth leadership program has been offered
- There are annual variations in the number of programming days, number of PA Days, weeks of camp offered, etc.

Program Visits over 5 Years (2019 – 2023)

Number of times any individual attends a program or activity at Applegrove.

e.g. child in Afterschool Program who attends every day in one week = 5 program visits

	visits 2019	visits 2020	visits 2021	visits 2022	visits 2023	5-yr avg
Pre/Postnatal Program	327	557	850	1,118	1,445	4,297
EarlyON Parent-Child	9,053	2,991	1,607	3,708	4,789	22,148
EarlyON AG Connection	2,206	609	-	325	676	3,816
Over the Rainbow	122	-	-	-	-	122
Afterschool Woodfield	10,562	6,248	5,986	8,982	11,000	42,778
Afterschool Satellite	3,886	330	801	1,478	574	7,069
PA Day/Holiday Camps	420	100	100	388	326	1,334
Summer Camp	2,144	653	1,353	1,703	2,040	7,893
Junior Leaders	190	-	-	-	-	190
Summer Leadership	274	-	173	209	358	1,014
Teen Program	200	178	157	60	128	723
Seniors/Older Adults	1,522	1,249	1,475	3,555	4,413	12,214
Income Tax Clinics	87	60	67	120	208	542
Meetings/Events	1,582	221	268	394	380	2,845
Total	32,575	13,196	12,837	22,040	26,337	21,397

Unique Individuals Served over 5 years (2019 – 2023)

Number of Different People Served by Program

e.g. A child in the Afterschool Program who is in the program from January to December = 1 individual

	unique 2019	unique 2020	unique 2021	unique 2022	unique 2023	5-yr avg
Pre/Postnatal Program	36	55	54	84	90	64
EarlyON Parent-Child	1057	274	164	443	694	526
EarlyON AG Connection	150	24	0	66	89	66
Over the Rainbow	11	0	0	0	0	2
Afterschool Woodfield	79	86	64	80	88	79
Afterschool Satellite	35	28	12	12	8	19
PA Day/Holiday Camps	60	30	33	50	82	51
Summer Camp	152	41	165	231	196	157
Junior Leaders	10	0	0	5	0	3
Summer Leadership	27	0	20	23	20	18
Teen Program	25	16	15	14	13	17
Seniors/Older Adults	159	135	156	229	250	186
Income Tax Clinics	87	23	68	120	241	108
Meetings/Events	1,582	221	268	394	380	569
Total	3,470	933	1,019	1,751	2,151	1,865
					estimate - TBC	

Program Hours Delivered over 5 years (2019 – 2023)

	hours 2019	hours 2020	hours 2021	hours 2022	hours 2023	5-yr avg
Pre/Postnatal Program	72	71	74	99	90	81
EarlyON Parent-Child	935	412	606	1,078	920	790
EarlyON AG Connection	316	80	-	124	224	149
Over the Rainbow	54	-	-	-	-	11
Afterschool Woodfield	690	360	333	665	628	535
Afterschool Satellite	690	135	216	401	241	337
PA Day/Holiday Camps	143	24	50	110	96	85
Summer Camp	358	272	312	390	343	335
Junior Leaders	240	-	-	-	-	48
Summer Leadership	120	-	60	120	144	89
Teen Program	128	28	47	43	84	66
Seniors/Older Adults	440	236	243	548	711	436
Income Tax Clinics	131	23	63	116	85	84
Meetings/Events	50	2	7	20	20	20
Total	4,367	1,643	2,011	3,714	3,585	3,064