



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

**Board of Management Meeting
September 23, 2024**

AGENDA

6:30

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Calls to Action
- D. Declaration of Conflicts of Interest
- E. Minutes of July 8 Board of Management Meeting (*attached*)

6:40

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)
 - F.2. 2025 Core Admin Budget Submission (*sent separately*)

7:00

- G. Personnel & Policy Committee
 - G.1. Police Reference Check Policy (*sent separately*)

7:15

- H. Executive Directors Report
- I. 2024 – 2025 Board Schedule (*attached*)
- J. Correspondence Received

7:20

- K. Program Update (*attached*)

7:30

- L. Adjournment

**Minutes of the Board of Management Meeting
July 8, 2024**

Applegrove is a vibrant and welcoming place that delivers programming to foster joy, promote wellbeing, enrich lives and build community.

Present: Camille Bettonville, Pat Jordan, Jean Lim-O’Brien, Susan/Sue Munn (Chair), Tammy Rogers, Kirstin Vanderpark, Brian Wood
Regrets: Brian Buchan, Councillor Paula Fletcher, Sarah Lasch, Sara Ehrhardt
Staff: Susanne Burkhardt, May Seto (recorder)
Guests: Jim Valentine

A. Call to Order/Adoption of Agenda/Introductions

Sue called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

B. Welcome and Introductions

Sue welcomed everyone and did a round of introductions for the new board members.

C. Indigenous Land Acknowledgement

Jim read the traditional Land Acknowledgement.

Camille shared a reflection on TRC Call to Action 27:

“We call upon the Federation of Law Societies of Canada to ensure that lawyers receive appropriate cultural competency training, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.”

Camille’s research shows that 8 of 14 law societies have implemented mandatory training for all lawyers. In Ontario it is only mandatory for lawyers working with Indigenous clients. Training includes a course called “The Path” which Camille has done and recommends.

Pat, Tammy, Sue and Kirstin will provide reflections at upcoming board meetings.

D. Declaration of Conflicts of Interest – None

E. Minutes of the May 27, 2024 Board of Management Meeting

MOTION (Rogers/Munn)

To accept the minutes of the May, 2024 Board of Management Meeting.

Carried

F. Finance

F.1. Draft Year-to-date Financial Report

Susanne shared highlights from the statement of financial position. She noted that assets are lower than in 2023 due to lower deferred funds and that funding timing can affect the numbers and cash assets. Overall Applegrove is in a good financial position.

Susanne provided an overview of the draft statement of operations. She explained that generally the Admin budget is fairly aligned with budgeted projections, but that the Program budget is less predictable. Susanne explained how year-end admin funding variances are addressed with the City.

F.2. 2025 Admin Core Budget Submission

Susanne provided an overview of the annual budget submission to the City. This year AOCCs are asked to do their best to work within their funding. Susanne was advised to submit a business case to request funding for TDSB permits for evening use of our leased space and noted that funding is also needed to support cybersecurity efforts.

F.3. AOCC Settlement of Operating Results for Year Ended 2022

Susanne shared a report is going to City Council in July regarding the 2022 settlement for the AOCCs. She noted that Applegrove will receive approximately \$17,000 to cover its deficit from 2022, which was due to unanticipated staff cost increases,

F.4. Alterna Savings EFT Approval

The transaction limit for the Program account electronics funds transfer (EFT) was not enough to provide all staff with payroll electronically. Susanne noted that this issue will persist as salaries increase and that there is a need to increase the limit.

MOTION (Lim-O'Brien/Bettonville)

To receive the draft Year-To-Date Financial Report.

Carried

MOTION (Vanderpark/Rogers)

To authorize the Executive Director and Finance Manager to submit the 2025 Core Admin Budget in line with the City of Toronto's operating budget timeline and report back at the September 2024 Board meeting on the submission details.

Carried

MOTION (Jordan/Vanderpark)

To authorize staff to request enhanced funding to cover the costs of permitting the agency's leased space from the TDSB for evening meetings and activities as required, and to cover the costs of information technology staffing and systems needed to achieve and maintain compliance with City of Toronto cybersecurity requirements.

Carried

MOTION (Lim-O'Brien/Rogers)

To approve an increase of the daily consumer automated fund transfer (CAFT) limit for the Program Bank Account from \$20,000 to \$30,000

Carried

MOTION (Bettonville/Lim-O'Brien)

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

Carried

G. In Camera minutes from May 27 meeting

Members reviewed the minutes and no changes were needed.

MOTION (Rogers/Jordan)

To return to the public meeting.

Carried

MOTION (Rogers/Munn)

To approve the in-camera minutes from the May 27, 2024 Board of Management Meeting.

Carried

H. Personnel & Policy Committee

The committee has not met since the last board meeting so there was no report.

H.1. Board Orientation

Sue shared that the board is introducing 'board buddies' by pairing new with experienced members for the purpose of support, guidance and to help ensure an inclusive board environment. Kirstin suggested creating a FAQ to record the questions asked. Susanne reviewed the orientation activities and will schedule the Applegrove 101 session

I. Officers and Committees

Jim provided an overview of the selection of officers as per Applegrove's Procedural Policies. All positions are open to all members and Jim encouraged anyone interested to put their name forward.

I.1. Selection of Officers

The selection of Board Officers was confirmed.

I.2. Selection of Committee Members

Jim thanked the committees for their work over the past year. The selection of Committee Members and Committee Chairs was confirmed.

MOTION (Lim-O'Brien/Vanderpark)

To appoint the Officers as proposed for the 2024-2025 term:

- Chair – Sue Munn
- Vice Chair – Camille Bettonville
- Treasurer – Brian Buchan
- Secretary – Tammy Rogers

Carried

MOTION (Vanderpark/Jordan)

To approve the standing committee membership and chairs as proposed for the 2024-2025 term:

- Personnel and Policy Committee – Sara E, Sue (Chair), Tammy,
- Strategy and Finance Committee – Brian B (Chair), Jean, Pat
- Membership, Outreach and Inclusion Committee – Brian W, Camille (Chair), Kirsten, Sarah L

Carried

J. Executive Directors Report

Susanne shared that the summer relocation move was hectic but went smoothly. She recapped work done to transition to the Ontario Not-For-Profit Corporations Act (ONCA). The Office of the Public Guardian has approved Applegrove's updated charitable objects but the CRA has not yet responded. She shared that the new bylaws were shared with the City, which is also reviewing our governance model. The Board and membership need to adopt the new bylaws and Applegrove will need to file its updated articles of incorporation by the October 18, 2024 deadline.

Susanne sits on the Don Valley East York Cluster Table facilitated by the City and United Way. It supported coordination in the pandemic, has a new focus on resiliency / emergency preparedness and doing a Community Resilience Pilot Project with Red Cross.

K. Correspondence Received

Susanne reminded members of the City staff report on expansion of AOCCs, which had been shared by email and provides a good overview of AOCCs.

MOTION (Rogers/Vanderpark)

To accept the Executive Director's Report.

Carried

L. Adjournment

The meeting was adjourned on a motion by Jean Lim O'Brien, seconded by Kirsten Vanderpark.

Chair

Secretary



FINANCIAL VARIANCE REPORT

For the period ended August 31, 2024 (January 1 to August 31)

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2024 = **\$728,382**
 YTD budget gross revenue = **\$473,188**
 YTD actual gross revenue = **\$473,253** a favourable variance of **\$65**.

The \$65 favourable variance is due to bank interest received on the Admin/Core account.

EXPENSES

Total budget expenses for 2024= **\$728,382**
 YTD budget gross expense = **\$488,906**
 YTD actual gross expense = **\$435,268** a favourable variance of **\$53,638**.

The \$68,177 favourable variance is comprised of:

Cybersecurity	11,803.70	Funds are still available.
License/Permit Fees	8,800.00	TDSB permit fees.
Audit Fees	26,842.40	Audit accrual for fiscal 2025.
Various	6,092.00	
	53,538.10	

APPLEGROVE COMMUNITY COMPLEX STATEMENT OF OPERATIONS

ADMIN ACTUAL VS BUDGET

As of August 31, 2024

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	244,339	248,510	4,171	2%
Benefits	81,163	82,898	1,735	2%
Materials & Supplies	698	2,625	1,927	73%
Furniture & Equipment	1,776	1,007	-768	-76%
Purchased Services	107,392	153,865	46,473	30%
Total	435,367	488,906	53,538	11%
INCOME				
Government Funding				
City of Toronto	473,188	473,188	0	
Total Government	473,188	473,188		
Others				
Misc.	65	0	-65	
Total Others	65	0		
TOTAL INCOME	473,253	473,188		
SURPLUS(DEFICIT)	37,886	(15,718)	-53,603	341%

Program Budget

REVENUE

Total budget revenue for 2024 = **\$961,879**
 YTD budget gross revenue = **\$613,000**
 YTD actual gross revenue = **\$679,109** a favourable variance of **\$66,109**.

Deferred Grant Revenue 2023-2024

Deferred Revenue- Grants				Deferred		
			Total	2023	2024	
Government Funding						
City of Toronto	42,620	4,956	4,232	51,808	9,188	42,620
Province of Ontario	10,675	7,445	5,367	23,487	12,812	10,675
Federal Government	2,790	15,985	8,463	27,238	27,238	
Total Government	56,085	28,386	18,062	102,533	49,238	53,295

Grant Revenue Variance 2024

Deferred Revenue - Grants variance analysis

INCOME	Jan 1 - Aug 31 2024			Deferred	Variance
Government Funding	Actual	Budget	Variance	2023	2024
City of Toronto	204,316	189,167	15,149	9,188	5,961
Province of Ontario	64,554	33,996	30,558	12,812	17,746
Federal Government	54,218	37,572	16,646	27,238	-10,592
Total Government	323,088	260,734	62,354	51,261	

The positive variance in grant revenues reflects:

- New \$2,520 Professional Learning and \$2,000 Wifi Strategy Public Engagement grants and an EarlyOn grant increase of \$1,278 from the City
- New \$3,816 Summer Experience Program grant and Senior SALC grant increase of \$3,650 from the province (with decreased Senior Community Grant vs 2023)
- Most of the Federal grant variance reflects \$27,238 deferred grants from 2023.

EXPENSES

Total budget expenses for 2024= **\$949,635**
 YTD budget gross expense = **\$657,121**
 YTD actual gross expense = **\$580,041** favourable difference of **\$77,080**.

The positive \$77,080 variance includes:

- Reduced salary costs of \$7,783 due to Teen Program running 1 (vs 2) nights, EarlyON position vacancy, lower than budgeted vacation entitlement due to probation periods
- Reduced benefit costs of \$10,475 due to staff not signing with OMERS, and one fewer employee with full benefits
- Materials/supplies over-expenditure of \$4,871 due to Seniors program grant timing
- Purchased services under-expenditure of \$66,334 is due to underspending in Summer Camp, Seniors and timing of upcoming Food Hub expenditures

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
Program ACTUAL VS BUDGET
As of August 31, 2024

	Admin		Variance	
	Actual	Budget	\$	%
EXPENSES				
Salary	346,199	353,982	7,783	2%
Benefits	68,709	79,184	10,475	13%
Materials & Supplies	71,800	66,929	-4,871	-7%
Furniture & Equipment	2,640	0	-2,640	
Purchased Services	90,693	157,027	66,334	42%
Total	580,041	657,121	77,080	12%
INCOME				
Government Funding				
City of Toronto	204,316	189,167	-15,149	-8%
Province of Ontario	64,554	33,996	-30,558	-90%
Federal Government	54,218	37,572	-16,646	-44%
Total Government	323,088	260,734	-62,354	
Non-Government Funding				
Charitable Organizations	1,791	2,667	875	33%
Foundations/Corporations	2,780	4,000	1,220	31%
Total Non-Government	4,571	6,667	2,095	31%
Donations/Fundraising				
Charitable Donations-individual	11,990	2,333	-9,657	
Charitable Donations-Business	4,000	0	-4,000	
Non-charitable Donations-Indiv.	100	0	-100	
Fundraising	1,116	21,296	20,180	
Total Donations/fundraising	17,206	23,629	6,423	
Others				
User Fees	301,840	302,568	728	0%
Misc.	32,403	19,403	-13,000	-67%
Total Others	334,243	321,970	-12,273	-4%
TOTAL INCOME	679,109	613,000	-66,108	-11%
SURPLUS(DEFICIT)	99,067	(44,121)	-143,188	325%

**APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
August 31, 2024**

	2024	2023
CURRENT ASSETS		
Cash	362,360	501,979
Short-term investments	199,315	146,009
Due from the City of Toronto - vacations payable	21,677	27,833
Accounts Receivable	-9,857	1,263
Prepaid Expenses	5,356	22,635
	578,850	699,719
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leashold improvements	-24,001	-16,001
Equipment - EarlyON	2,103	0
Equipment - Safe Start	8,034	8,034
Accum. Amort. Safety Start	-4,017	-2,410
Equipment - Seniors	4,014	4,014
Accum. Amort. Seniors	-3,024	-1,814
Equipment - Food Hub	4,738	0
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-607	-87
Tangible Capital Assets	29,843	34,340
Long-term Receivable - City of Toronto	186,704	197,359
	795,398	931,419
LIABILITIES, NET ASSETS AND RESERVES		
Current Liabilities		
Due to the City	(17,644)	(21,024)
Accounts payable and accrued liabilities	124,797	162,137
Deferred revenues	-	33,401
	107,153	174,514
POST-EMPLOYMENT BENEFITS PAYABLE	186,704	197,359
Deferred Capital Contributions		
Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leasehold Impr.	(16,001)	(8,000)
Deferred Capital Contributions - EarlyON	2,103	-
Deferred Capital Contributions - Safe Start	8,034	8,034
Accum. Amort. Deferred C.C. - Safe Strat	(4,017)	(2,410)
Deferred Capital Contributions - Seniors	4,014	4,014
Accum. Amort. Deferred C.C. - Seniors	(3,024)	(1,814)
	23,110	31,824
	316,968	403,698

Net Assets

Program funds	(19,889)	(24,002)
Parent/Child Drop-in	13,986	(9,529)
Afterschool	114,922	86,919
Teen program	733	2,148
Seniors programs	(55)	3,106
Summer programs	45,639	43,972
The Applegrove Connection	(11,791)	9,123
HOBG	4,657	10,425
Food Hub	4,620	(1,592)
Core Etransfer Account	(11,487)	7,645
Agency level funds	55,141	66,171
Program current period un-distributed	84,428	193,491
Admin current period	52,525	47
	<hr/>	<hr/>
	333,430	387,925

	650,398	791,623
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Reserves

Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	4,796
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	145,000	139,796

	795,398	931,419
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APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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“COMMUNITY AT ITS CORE”

Personnel and Policy Committee Meeting Minutes

September 12, 2024 – 5:00 pm

Present: Susan Munn (Chair), Tammy Rogers, Sara Ehrhardt
Staff: Susanne Burkhardt (recorder)

1. Notes from May 21 Meeting

No changes needed.

2. Staffing

a) *Hiring Reports*

The committee reviewed the hiring reports for Summer Camp, Afterschool and the Bookkeeper-Information Clerk.

b) *Updates*

Susanne provided updates on current staffing issues and hiring processes.

c) *ED Performance Discussion*

The quarterly performance check-in took place.

3. Succession Planning

a) *Program Director Recruitment/Hiring Process*

The committee discussed a timeline for recruitment based on May's projected retirement date, and preparing for the hiring process.

4. Board

a) *Board Exit Survey*

Susanne will send the survey document to Sue for distribution.

b) *Board Training Discussion*

The committee discussed how to advance identified training priorities. The Membership, Outreach and Inclusion Committee will be engaged on planning diversity, equity, inclusion and belonging (DEIB) training. Susanne will consult with the Board Treasurer Brian, to research training options for finance. Susanne will draft the training framework accordingly.

c) *Fundraising Working Group*

The committee agreed that this working group should be linked to the Strategy and Fundraising Committee.

5. Policy*a) Draft Police Reference Check Policy*

Susanne reviewed the additional changes made. The committee discussed types of police reference checks in relation to roles, with discussion of vulnerable sector check requirements and risks associated with a culture of assumption about screening done for people at different levels of an organization. The recommended level of check for board members was confirmed, and the idea of credit checks for the Executive was raised for further discussion.

b) Draft IT/Cybersecurity Policy

Due to the need to approve the ONCA documents at the September Board meeting, this policy will be provided to the board in advance for approval at the October Board meeting. Susanne will ask City staff to attend.

6. Other Business

Susanne provided an update on policy/procedures developed by the Food Hub partners in the areas of emergency procedures, incident reporting, asset management and approach to facility rentals.

Program Update – September 2024

Prenatal Program

- Over the summer, the group were able to meet in-person and enjoyed some social time and food at a local park
- The program is going well but we have had some issues with clients not turning on their cameras and participating in discussions. Staff will meet in early September on this.
- Based on participant feedback, we will be exploring whether to add additional in-person sessions. The first in-person session for the Fall is Sep 30.

EarlyON Programs

- The PC EarlyON program was relocated due to the HVAC construction work at Duke. The two options that were suggested were Roden School and the Food Hub.
- EarlyON staff decided to run program at the Food Hub location due to some last-minute logistical changes at Roden.
- The staff implemented a park program, some trips and cooking activities during the summer which were well-attended. They also arranged for alternative space in the Food Hub if numbers were high.
- The attendance varied throughout the summer. Some days were busy and some were quiet. Participants consisted of both new and old attendees.

Afterschool

- Afterschool ran smoothly and they celebrated with a pizza party at the end of the year.
- There were some staff shortages during the last week with some staff moving over to summer camp, but we combined groups so different ages could interact.
- Josh worked on filling all the spaces for September and the program will be full once school re-opens.
- Staff hiring and training have been completed.

Summer Camp & Leadership

- Both programs relocated to Roden School for the summer and then in the last week moved to the Toronto Formosan Church.
- Staff had mixed feelings about the space but welcomed the change and air conditioning.
- Some staff found it hard with the new and open concept space, and the packing took time away from training.
- The summer camp was a huge success with most participants and parents feeling happy based on the surveys we have received so far.
- There were some staffing challenges with one staff resigning in week 2. We were fortunate to have experienced staff willing to step in to cover. This however created some staffing inconsistencies for the group affected by the resignation.
- Roden School allowed us to keep our equipment and supplies onsite until our move back to Duke.

- Although we planned our move back to the school with the construction team, a lack of communication with the school caretakers prevented us from moving our camp equipment back to the archive room as planned.

Youth Programs

- We have two staff returning to the Youth Leadership Program and have hired a new Peer Support Program Worker.
- Staff will meet in mid-September to discuss programming and outreach.
- The Youth Program will run on Tuesday evenings with the hope of adding on Thursdays.
- This program is funded by the Toronto Urban Health Fund in partnership with Ralph Thornton. This is the 2nd year of funding of a 3-year cycle.

Older Adults

- The older adult programs relocated to the Food Hub and Ashdale Library. Our schedule was lighter than usual but programs were still popular and well-attended.
- We were unsuccessful in attaining funds through the Seniors Community Grant for this round but will apply to the New Horizons for Seniors Program. We have also submitted an application to the HelpAge Canada Well-being grant.
- The Cooking and Food Champions program will resume on a monthly basis starting in September. We may increase the frequency if we are successful in securing funds.
- A Seniors Café will be starting up at the Food Hub in September. It will be coordinated to take place on the same day as the Nourish Community Dinner, to encourage participation by dinner participants, many of which are vulnerable older adults. The first session will be on September 23 from 3-5 pm. It will provide an opportunity for seniors to meet new people, have some coffee and refreshments and play some cards or board games. This program is offered with Nourish and the East End Food Hub.



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Board of Directors Meeting

September 23, 2024

AGENDA

7:30

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of July 8 Board of Directors Meeting (*attached*)
4. Homologation of September 23 Board of Management resolutions

7:35

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Sept 18 notes attached*)
 - 5.2. Strategy & Finance Committee Report (*Sept 18 notes attached*)

7:50

6. Ontario Not-for-Profit Act (ONCA) Governance Documents (*sent separately*)
7. Members Meeting

8:50

8. Directors' Concerns

9:00

9. Adjournment

Next Meetings and Events

Board meetings

- October 28 (virtual)
- November 25 (in person)

**Minutes of the Board of Directors Meeting
July 8, 2024**

Applegrove is a vibrant and welcoming place that delivers programming to foster joy, promote wellbeing, enrich lives and build community.

Present: Camille Bettonville, Pat Jordan, Jean Lim-O'Brien, Susan Munn (Chair), Tammy Rogers, Kirstin Vanderpark & Brian Wood
Regrets: Brian Buchan, Councillor Paula Fletcher, Sarah Lasch, Sara Ehrhardt
Staff: Susanne Burkhardt, May Seto (recorder)
Guests: Jim Valentine

1. Call to Order/Adoption of Agenda/Introductions

Sue 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 May 27, 2024 Board of Directors Meeting

MOTION (Rogers/Munn)

To accept the minutes of the May 27, 2024 Board of Directors Meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Vanderpark/Rogers)

To homologate the resolutions made by the Board of Management at its July 8, 2024 meeting, as presented:

- *To accept the minutes of the May 27, 2024 Board of Management Meeting.*
- *To receive the draft Year-To-Date Financial Report.*
- *To authorize the Executive Director and Finance Manager to submit the 2025 Core Admin Budget in line with the City of Toronto's operating budget timeline and report back at the September 2024 Board meeting on the submission details.*
- *To authorize staff to request enhanced funding to cover the costs of permitting the agency's leased space from the TDSB for evening meetings and activities as required, and to cover the costs of information technology staffing and systems needed to achieve and maintain compliance with City of Toronto cybersecurity requirements*

- *To approve an increase of the daily consumer automated fund transfer (CAFT) limit for the Program Bank Account from \$20,000 to \$30,000*
- *To approve the in-camera minutes from the May 27, 2024 Board of Management Meeting.*
- *To appoint the Officers as proposed for the 2024-2025 term:*
 - *Chair – Sue Munn*
 - *Vice Chair – Camille Bettonville*
 - *Treasurer – Brian Buchan*
 - *Secretary – Tammy Rogers*
- *To approve the standing committee membership and chairs as proposed for the 2024-2025 term:*
 - *Personnel and Policy Committee – Sara E, Sue (Chair), Tammy,*
 - *Strategy and Finance Committee – Brian B (Chair), Jean, Pat*
 - *Membership, Outreach and Inclusion Committee – Brian W, Camille (Chair), Kirsten, Sarah L*
- *To accept the Executive Director’s Report.*

5. Standing Committees

5.1. Membership, Outreach & Inclusion Committee

Sue provided an overview of the meeting. The committee debriefed the AGM planning and participant engagement and reviewed program survey results. The main discussion was on Applegrove’s subsidy model, usage and how to ensure participant access.

5.2. Staff-Board DEIB Committee Terms of Reference

Susanne shared background on the staff-Board Diversity, Equity, Inclusion and Belonging Committee. Sue shared background information on the Terms of Reference,

5.3. Strategy and Finance Committee Report

The committee has not met since the last board meeting so there was no report.

MOTION (Jordan/Lim-O’Brien)

To accept the Membership, Outreach and Inclusion Committee Report.

Carried

MOTION (Vanderpark/Rogers)

To adopt the Staff-Board Diversity, Equity, Inclusion and Belonging (DEIB) Committee Terms of Reference as circulated and presented.

Carried

6. Program Update

May presented the update. She highlighted that most camp spots are filled and summer leadership is full. The PC Drop-in has introduced a park program which was well attended on its first day and the Applegrove Connection is closed for the summer. The Afterschool program had a great year and registration is full for next year. The Seniors program is a bit lighter than usual because of some space restrictions due to the move.

Board of Directors Minutes

July 8, 2024

3

MOTION (Wood/Lim-O'Brien)

To receive the program update.

Carried

7. Directors' Concerns – none

8. Adjournment

The meeting was adjourned on a motion by Tammy Rogers and Camille Bettonville.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee – NOTES

September 18, 2024 at 7:00 p.m.

Present: Brian, Camille (Chair), Kirsten

Staff: Josh, Liliana, May (recorder), Susanne

Absent: Pierre, Sarah

1. Welcome and Introductions

May welcomed the new members of the MOI committee and introductions were done.

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

a. June 18 Meeting Notes – no changes

b. DEIB Activities Update

Josh highlighted DEIB activities and shared that program staff were involved in cultural and identity activities within children's programs e.g. Holi was celebrated and Liliana prepared a large pinata for the staff to celebrate Mexican Independence Day. Josh also purchased various banners to decorate the office and celebrate cultural holidays and days/times of significance. The staff appreciate this.

c. 2024 Monthly Work Plan Report

Josh and Susanne shared how the work plan was created and what has been completed. It is grounded in the DEI strategy and staff ideation sessions were held to help set priorities e.g. staff development.

d. Quarterly DEIB Budget Report

Susanne provided an overview of how the budget was determined. These are dedicated funds for DEIB but program funding also contributes to DEIB activities such as training.

Josh provided an overview of expenses. We are underspent in our book club and in the budget for staff to share their culture and identity, where we hope to see more spending in fall. There is a budget of \$500 for the town hall (staff/board retreat).

Susanne shared that we need spend these funds by the end of this year and suggested that she and Josh sit down meet and discuss a spending forecast.

3. June 18 MOI Committee Meeting Notes

No changes. Susanne also provided an overview of the MOI committee and shared that it is a standing committee of the Board.

4. Events

a. East End Music Fest

Josh provided a brief overview of our past annual event, Pastafest which was more of a community event, and which was not able to be continued since the pandemic. The East End Music Fest will be Applegrove's first adult event and includes a silent auction on art and great musicians from the east end. Josh hopes board members can attend and help sell tickets. Susanne will send event posters/posts to the board in the next few days.

Josh reported that things are moving well but we are still looking for volunteers. We need a minimum number of smart servers to serve alcohol but there are other roles too. We have a great event committee working which includes a former board member, staff and members of the community (from the Honest Impact Initiative).

5. Subsidy Discussion

Susanne provided an overview of our subsidy program. This year, we maxed out our budgeted subsidy for summer camp and requested an increase from the board. Susanne discussed the need for a subsidy policy to support transparency and equity and staff are looking for board input. Susanne shared approaches taken by other AOCCs, for example allocating a number of subsidized spots for each week during the summer.

May provided an overview of the current subsidy situation. The camp subsidy was raised from \$5000 to \$7000 and the leadership subsidy is \$1800. The afterschool subsidy is budgeted at \$15,000 and we are currently overspent by \$2,976 until the end of 2024. We have a new request from a family that would qualify for 90% subsidy which would bring the subsidy overspent to \$4560 for 2024. Staff shared that due to the savings in permit fees due to the relocation in summer camp, we are in the position to cover this cost for this year, but it may be an issue for future years. The committee recommends accepting the new family who needs subsidy because of the surplus we have with summer camp and will bring it to the board for approval. Another concern is that some subsidized families are not using the program fully and signing out very early on a regular basis (i.e., 4 pm).

Members agreed that a policy is needed to set reasonable parameters, that it is important to distribute subsidy across families to make it more equitable, and that subsidized families should make full use of the program, within reason, and suggested considering family subsidy caps as a tool. Staff will also speak to the families signing out early to get more information on their needs.

6. Other Business

Susanne shared that the City's staff engagement survey results are expected soon, and will be coming to this committee.

Next meetings

Oct 16, 2024

Nov 13, 2024

Dec 18, 2024 (if needed)

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Notes

May 15, 2024 at 5:30 p.m.

Board Members: Brian Buchan, Pat Jordan, Jean Lim O'Brien, Brian Wood
Guests: Susan Fletcher (ONCA Working Group member)
Staff: Susanne Burkhardt (recorder), Monica Vela

1. **May 15 Meeting Notes** – no changes needed, accepted
2. **Finance Not-for-Profit Corporations Act**
 - a. *Final Draft of New Bylaws*
 - b. *Final Draft of New Procedural Policies*

Susanne provided background information on the Ontario Not-for-Profit Act (ONCA) and the Applegrove's transition process to date. Jean asked whether the process was being undertaken with other AOCCs or independently and whether an outcome will be to make Applegrove's governance more similar to that of other AOCCs. Susanne shared that while the AOCCs share some similarities as City agencies, there are differences with respect to whether/how they also have an incorporated not-for-profit agency and/or charitable status and the relationship of those entities with their City Agency.

Applegrove's new corporate governance documents, in contrast to the previous ones, describe the relationship with the City Agency more generally. There will be further discussion on that relationship as we move forward to update the City agency governing documents. In doing this we will work with the City Manager's Office and City Legal.

The Committee reviewed the deck on the development process for the new governance documents, and detailing key changes in the bylaws and procedural policies for the not-for-profit corporation. Susanne noted that a focus was to promote alignment between the two boards e.g. by requiring that all Directors on the Board of the not-for-profit corporation sit on the Board of Management, the officers will be the same for both boards, that the Councillor and TDSB representative may serve as Ex Officio voting Directors on the Board of Directors for the corporation, and removal of content on standing committees and their reporting relationship to specific boards. Members discussed recommended quorum for Director election at the AGM and special meetings of the members. Susanne will update the deck with minor changes identified.

It was recommended that an online members' meeting for approval of the new governance documents for the not-for-profit corporation would be more practical than an in-person meeting. Two weeks notice is required for the meeting. The notice will be sent out to members will include the text of the proposed resolutions and link to the draft documents

on Applegrove's website, and a request to provide any questions in advance. The deck could also be posted online.

3. Finance

a. 2025 City Admin Budget Submission

The committee reviewed the City Core Admin budget submission briefing note, and Susanne provided information on specific expenditure items, and answered member's questions on benefit and CRM system costs.

b. YTD Finance Report

Susanne shared that staff have not been able to finalize the draft report, and that she will share it once it is ready. Overall our financial situation remains healthy.

c. Draft Investment Policy

Members will review the draft policy that was circulated and provide feedback to Susanne, for discussion at the next committee meeting.

4. Next Meetings

Oct 16, 2024

Nov 13, 2024

Dec 18, 2024 (if needed)