



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Management Meeting

March 31, 2025

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Call to Action
- D. Declaration of Conflicts of Interest
- E. Amendments to minutes of January 27, 2025 Board of Management Meeting (*attached*)
- F. Minutes of February 24, 2025 Board of Management Meeting (*attached*)

7:10

- G. Program Update (*attached*)
- H. East End Food Hub Annual Report

7:40

- I. Finance
 - I.1. Year-to-Date Financial Report (*attached*)

7:50

- J. Personnel & Policy Committee (*Mar 13 min attached*)

8:00

- K. Board
 - K.1. Policy
 - i) Capitalization Policy (sent separately)
 - ii) Credit Card Use Policy (sent separately)
 - iii) Investment Policy (sent separately)
 - iv) Police Reference Check Policy (sent separately)
 - K.2. Board Recruitment and AGM Planning
 - i) Boardshift

8:25

- L. Executive Directors Report
- M. Correspondence Received

8:30

- N. Adjournment

Minutes of the Board of Management Meeting (amended March 31, 2025)
January 27, 2025 - Virtual

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

Present: Camille Bettonville, Brian Buchan, Pat Jordan, Sarah Lasch, Jean Lim O'Brien, Susan Munn (Chair), Tammy Rogers, Brian Wood
Regrets: Sara Ehrhardt, Councillor Fletcher, Kirsten Vanderpark
Staff: Susanne Burkhardt, May Seto, Josh Grainger (Recorder), Monica Vela

A. Call to Order/Adoption of Agenda

Susan called the meeting to order. Quorum was met and the agenda adopted as circulated.

B. Indigenous Land Acknowledgment

Tammy shared an experience of learning that someone she knows is Indigenous and comes from a large family, as she does. Their experience was a stark contrast to hers, as the individual's family experienced many traumas. Tammy had an uncle who was a church minister and a director of Indian Affairs in the 1960s. At the time it was seen as respected charitable work. He is no longer alive and she was unable to reflect with him on his experience, and thinks about how it would be seen today. Tammy also spoke to Call to Action 92 on corporate policy.

C. Declaration of Conflicts of Interest

No conflicts of interests declared

D. Minutes of November 25, 2024 Board of Management Meeting

MOTION (Lim O'Brien/Rogers)

To accept the minutes of the November 25, 2024 Board of Management meeting.

Carried

E. Program Director Acknowledgement

Susan thanked May for her contributions to Applegrove, for her warm and welcoming approach as Program Director, and wished her all the best in her retirement. Other members echoed this sentiment. May shared that it was a privilege to serve the community and that much Applegrove's success is thanks to great board members.

F. Finance

F.1. *Year to Date Financials*

Monica reported that large deviation from the preliminary reports is not expected. She presented a preliminary Admin report, noting that the projected surplus is largely due to unused benefits, lower permitting and cybersecurity costs due to summer relocation and City provision of cybersecurity services. In response to questions, Monica explained that any surplus will go back to the City, which also covers AOCC deficits. Susanne explained that surplus Program funds are managed using the Program Reserves Policy.

Monica presented a preliminary Program report, noting that the projected surplus is largely due to summer relocation, fundraising and deferred 2023 funds. Brian B. and Jean asked about rationale and accounting for deferring fundraising revenue. Monica responded that reasons include general vs specified donations, not being tied to a grant, and that the funds were not budgeted and came in late in the year. Members discussed revenue recognition.

Monica reviewed the balance sheet and highlighted assets purchased in 2024 and deferred revenues. Camille B asked about the GICs with Tangerine and Susanne stated that the process is ongoing. Jean asked if the funds were in short term savings and Monica confirmed that they were. Jean asked about signing authority. Susanne will confirm this when the investments are made.

F.2. *Audit Update*

Susanne reported that the audit was rescheduled from mid March to mid April. She emphasized to the auditors that timing is tight. Jean asked if there were issues with timing. Susanne confirmed that in the past the audit was in February and that statements have been due to the City in July.

F.3. *Grant Submission Authority and Advance*

Susanne asked the board to approve submission of Applegrove's recurring grants. There are plans to also submit a grant to support the Food Hub to the Metcalf Foundation. As in previous years an advance is requested for the Neighbourhood Food Project to support ongoing Food Hub project management.

MOTION (Lim O'Brien/Buchan)

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

Carried

G. 2024 Management Vacation Report

MOTION (Jordan/Lasch)

To return to the public meeting.

Carried

MOTION (Lim O'Brien/Buchan)

To approve of the following recurring and regular funding applications in 2025: Canada Summer Job, Canada Volunteer Income Tax Program, EarlyON, New Horizons for Seniors, Seniors Active Living Centres, Summer Experience, Seniors Community Grant, Seniors Active Living Fair, and to approve submission of an application to the Metcalf Opportunities Fund.

Carried

MOTION (Jordan/Lasch)

To approve an advance payment of \$15,000 from the 2025 Community Service Partnerships Grant which has been approved by the City of Toronto, to the Neighborhood Food Project to support the operation of the East End Food Hub.

Carried

MOTION (Bettonville/Wood)

To approve the management vacation report.

Carried

H. Personnel & Policy Committee

Susan reported that the board exit survey feedback was reviewed. Recommendations included working harder on building a culture of involvement and email check-ins for new board members. The committee welcomes new ideas.

H.1. Board Training

The committee proposed that the board do a FoodShare workshop where members cook together and discuss food justice issues. Members agreed and recommended doing it in spring. Camille felt that regularly scheduled training would be good. Jean noted that there are considerations e.g. members who work have more constraints.

H.2. Remote Work Policy

Susanne provided an overview and shared that reasons for the revision include that it was developed in the early days of COVID (2020) and was out of date, supports stronger alignment with the City's remote work policy, including the requirement for employees to sign a remote work attestation.

MOTION (Bettonville/Buchan)

To accept the Personnel & Policy Committee Report.

Carried

MOTION (Jordan/Rogers)

To approve the revised Remote Work Policy as presented.

Carried

I. Program Update

Josh provided an overview of the Program Update report. Susan M asked what the Homeward Bound Program is. Susanne explained that it is a housing program for single mothers operated by Woodgreen located on Gerrard Street near the Food Hub.

MOTION (Lim O'Brien/Rogers)

To accept the program update.

Carried

J. Executive Director's Report

Susanne shared that she is prioritising the implementation plan for the Strategic Plan. She shared that the Articles of Amendment have still not been processed by the province, and that the lawyer's clerk will look into it. Susanne provided an update on a recent AOCC meeting with the Executive Director with the City's Social Development, Finance and Administration Division (SDFA) on shared AOCC priorities including IT/technology, better access to digital tools and capital repair issues. At the next board meeting, the Don Summerville Relocation Team will come and present to the board. Susanne reported that manner of the recent removal of pews at the Food Hub by the Leslieville Market has upset some members of the East End United Ministry. The Leslieville Market sent a letter of apology and the issue is being considered by the church council. Due to construction at the school, Applegrove will relocate again next summer. Plans are for admin staff, Seniors and EarlyON to move to the Food Hub, and for camp to be at Roden School again.

K. Correspondence Received

Susanne reported that two items were received:

- Policy Framework on City Response to Demonstrations, for agencies to consider
- The City of Toronto Reconciliation Equity and Learning team requires a board contact and an alternate in relation to Council's mandate for addressing workplace harassment and discrimination at local boards. Susan Munn and Pat Jordan will be the contacts.

MOTION (Wood/Rogers)

To accept the Executive Director's Report.

Carried

L. Adjournment

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

Chair

Secretary

February 24, 2025 – In-person

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

Present: Brian Buchan, Camille Bettonville, Jean Lim O'Brien, Kirsten Vanderpark, Susan Munn (Chair), Tammy Rogers, Brian Wood, Pat Jordan
Regrets: Sara Ehrhardt, Councillor Fletcher, Sarah Lasch
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Jakub Bros

A. Call to Order/Adoption of Agenda

Susan called the meeting to order. Quorum was met and the agenda adopted as circulated.

B. Introductions

Susanne introduced Jakub, the Applegrove IT Support Worker who will present the IT and Cybersecurity Policy.

C. Indigenous Land Acknowledgment

Brian W. reflected on the Call to Action #30 and his recent participation as a judge in a student moot court room simulation on racial profiling. Current tests require victims to prove racial profiling and the students suggested the burden should shift to the crown as it is financially, technically and emotionally difficult for victims and sets them up to fail. They discussed power in the legal system, education, better training for police and how they interact with Indigenous individuals/communities. Board members discussed restorative justice, where crimes can be tried, and authority of the RCMP.

D. Declaration of Conflicts of Interest

No conflicts of interests declared

E. Minutes of January 27, 2025 Board of Management Meeting

MOTION (Rogers/Lim O'Brien)

To accept the minutes of the January 27, 2025 Board of Management meeting.

Carried

F. Don Summerville Relocation Presentation - postponed

G. Finance

G.1. Admin Budget Update

Susanne reported that the Admin Budget was approved as submitted to the City. Jean asked if budgets of other AOCCs budgets were also approved as submitted. Susanne shared that there were no reductions to AOCC operating budgets.

G.2. Year to Date Financial Recommendation

Susanne shared that due the timing of bank statements it is difficult to prepare year to date financial reports in time for Strategy & Finance Committee meetings. She requested that the board consider shifting the board meeting schedule forward by one week to address this. Members discussed options and agreed to implement a new schedule after the Annual Meeting, with feedback from the new board.

MOTION (Bettonville/Vanderpark)

To identify a new schedule for monthly Board meetings after the Annual Meeting, in consultation with new board members.

Carried

H. Committee Reports

H.1. Personnel & Policy (PP) Committee

Susan shared that Lilianna Sanchez was the successful candidate for the Child and Youth Coordinator position. The committee is planning a food justice board training workshop. Some responses are outstanding for the board skills and diversity survey and those who have not yet completed it were asked to do so. The committee has identified policy development and review priorities for 2025.

H.2. Applegrove IT and Cybersecurity Policy

Jakub presented the policy. Jean asked about data detection by vulnerability scans and Jakub replied that scans look more at hardware and software vs data. Brian W. asked about alternatives for Crowdstrike on phones and Jakub responded that he is waiting on word from the City. Brian B. asked if Applegrove uses mobile device management software and Jakub replied that Applegrove does not. Jean asked if staff can check mail and accounts remotely through personal devices. Jakub shared that no one can access the VPN on non-Applegrove devices but that email accounts can be accessed. Jean asked about server and Sumac back-ups and Jakub shared that a system is in place for regular back ups. Jean asked about policy compliance and steps. Jakub responded that it is a process but we are most of the way there. Susanne shared that staff are working on a few outstanding items with City support. Members discussed server replacement timing and budget.

MOTION (Rogers/Wood)

To accept the Personnel & Policy Committee Report.

Carried

MOTION (Lim-O'Brien/Buchanan)

To approve the Applegrove IT and Cybersecurity Policy as presented.

Carried

I. Program Update

Josh presented the program update, highlighting the Prenatal Program needs assessment, EarlyON yoga and Summer Camp registration and planning.

MOTION (Vanderpark/Jordan)
To accept the program update.
Carried

J. Executive Director's Report

Susanne reported that the Afterschool Program had to relocate to the third floor because of construction and that there were challenges in getting custodial support which she addressed with the TDSB. TDSB permit fees will increase by 10% starting April 1. Susanne shared that there have been many staff transitions and that hiring for the Program Assistant position is underway. We are outgrowing our office space with new hires, volunteers and students and working to reorganize our spaces to accommodate.

Susanne received the Articles of Amendment for the Ontario Not-for-Profit Act (ONCA). These and the bylaws have been submitted to the CRA. The next step will be to send these documents to the City. With United Way and the Red Cross, the City has been collaborating on a community resiliency project that is being piloted in two areas of the city. As a member of the Toronto East York Cluster Table Applegrove is involved.

The Food Hub lease term ends in December 2025. Susanne will contact the new City real estate rep about the renewal process. She shared that the church is embarking on a process to re-envision the Sanctuary space, and review access barriers and space limitations. Applegrove and the Leslieville Market are involved in this process. Susanne updated members on the impact of pew removal by the Leslieville Market.

Susanne proposed a project to update our volunteer management system using funds deferred from 2024. This would support strategic plan implementation. There was general agreement with this approach and Susanne will draft an RFP for review.

K. April Board Meeting Update

Susanne requested that the April board meeting be moved to the first week of May. The board agreed. The May DEIB Book Club meeting will need to be rescheduled.

L. Correspondence Received

Susanne shared the TDSB notice of permit fee increases, and a letter from the City on reporting use of certain chemicals in the workplace which does not apply to Applegrove.

MOTION (Lim O'Brien/Wood)
To accept the Executive Director's report.
Carried

M. Adjournment

The meeting was adjourned on a motion by Tammy Rogers, seconded by Kirsten Vanderpark.

Chair

Secretary

Program Update – March 31, 2025

Prenatal Program

- We are doing a needs assessment in collaboration with the Canadian Perinatal Nutrition Program (CPNP) Coalition. This included a participant focus group, participant survey and review of neighbourhood demographics and past evaluation reports. The assessment also includes a survey for key stakeholders (partners, presenters, etc.). This was part of the application process for funding for 2026-2030.
- The CPNP Coalition approved a new fund allocation model and Applegrove expects to see an increase of 34% for this fiscal year (April 1, 2025 – March 31, 2026). Funding for 2026-2030 will be determined based on the successful application for renewal, which will be based on the needs assessment.

EarlyON Programs

- A scheduled closure on March 11 was due to hot water shut off in the Woodfield building. This provided an opportunity to organize and declutter archive room with staff.
- Baby Yoga continues to draw new families.
- Other East End EarlyONs have shared that their programs are seeing similar trends to us: lower attendance, far fewer caregivers and home day care providers visiting and the majority of participants are new parents with babies. Their baby specific programs along with evening and weekend programs are doing very well.
- We had a visit from our EarlyON consultant, Shani. She continues to be impressed by the welcoming space and great staff.
- Amy has extended her leave until the end of May.

Afterschool

- Olivia Uslenghi was hired in the Lead position, and Jessica Labreche as casual relief.
- Ran a March Break program offsite at Toronto Formosan Presbyterian Church. We had 25 participants register. We were hoping for 32. Lack of registration was likely due to late promotion due to staffing transitions and concentration on summer camp registration.
- Afterschool staff led a toy and clothing drive for Ramadan within the school during Ramadan. Staff ran the entire initiative, meeting with the principal, locating a shelter to receive the donations, promoting to the community, etc.

Youth Programs

- Participation remains low (5-6 consistent participants).
- There are extra hours in the budget, which will be used to do outreach.
- The third session is starting in March.
- Peer Program Worker resigned, posting is out and we will rehire in April.

Summer Programs

- We have submitted summer permits for Roden and are awaiting confirmation.

- Camp is full except for week 1. The new Program Assistant will do additional promotion.
- Subsidy spots still available in several weeks. We will do targeted outreach to fill these.

Older Adults

- Seniors Advisory Meeting – This was well attended and seniors were excited to be part of the feedback process. Trips came up a lot and they want programming on Fridays. We discussed the strategic plan and they were open to participating in program fundraising.
- Social Prescribing - Our placement student presented this program to the seniors, which provides subsidies to isolated seniors. Many took flyers and posters to give to their family doctors. We also established connections with South East Toronto Family Health Team who run clinics in lower East York and they are set up to provide referrals to us. Both placement students planned a High Tea Party to celebrate Social Prescribing day, they used this as an opportunity to promote the program further. The funder approved the use of existing funds to support this event. We have had 3 new seniors join through the program this year.
- Income Tax - Appointments have been picking up. We are now booked into April. We have added an extra day this year and have 4 volunteers filing tax returns in the clinic.
- Line dancing – Moved to Food Hub for March Break as SH Armstrong was not available.

Food Hub <https://www.eastendfoodhub.org/>

- Programming:
 - Community partner Club Sandwich is going strong, making and delivering hundreds of sandwiches weekly to local food programs and service providers.
 - Monthly Food Champions sessions remain very popular.
 - Monthly Seniors Café is doing well and participation continues to increase.
- Collaborative program planning:
 - Four 2025 events planned with the Leslieville Market.
 - Spring planting event during the Leslieville Farmers Market run by staff and youth leaders – Apr 13
 - Food Hub core partner joint program planning session - Apr 14
- Collaborative training:
 - East End Food Emergency Procedures for partner staff and volunteers - Feb 24
 - Mental Health First Aid Training with participants from Don Summerville, Applegrove, Nourish East End, East End Regional United Ministry – Mar 29
- Grants:
 - Applegrove and Nourish are exploring the Age Better Grant program to grow our joint programming for vulnerable seniors at the Food Hub.
 - Applegrove, Neighbourhood Food Project, East End United Regional Ministry (EEURM) are preparing a Metcalf Foundation application to improve the Sanctuary as a multi-purpose market hall. This ties into an ongoing EEURM process to re-vision the Sanctuary for the future, which is engaging all Food Hub partners.
 - We are updating our City of Toronto Community Service Program (CSP) grant objectives and budget for the first time since 2020. This grant provides core operating funding for the Food Hub, and is confirmed until December 2026.



FINANCIAL VARIANCE REPORT

For the period ended February 28, 2025 (January 1 to February 28)

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2025 **\$798,066**
 YTD budget gross revenue **\$133,011**
 YTD actual gross revenue **\$242,927** a favourable variance of **\$109,916**.

The favourable variance is due to \$145 bank interest received on the Admin/Core account and timing of monthly payments received from the City.

EXPENSES

Total budget expenses for 2025 **\$798,066**
 YTD budget gross expense **\$128,461**
 YTD actual gross expense **\$108,030** a favourable variance of **\$20,430**.

The positive favourable variance is due to:

- Salaries and benefits from February 15 – 28 payroll not accrued, paid March 7
- Staffing changes and 2025 cost of living adjustment timing
- Underspending in materials and purchased services.

		Accrual not recorded	
Salaries	16,349.39	13,330.59	3,018.8
Benefits	3,279.44	2731.97	547.47
Accrued Vacation	(3,764.12)		(3,764.12)
Materials & Other	2,246.11		2,246.11
Purchase services	2,319.56		2,319.56
	20,430.38		4,367.8

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
ADMIN ACTUAL VS BUDGET

	Admin		Variance	
	Actual	Budget	\$	%
Salary	56,611	69,196	12,585	18%
Benefits	21,405	24,685	3,279	13%
Materials & Supplies	0	681	681	100%
Furniture & Equipment	20	1,586	1,565	99%
Purchased Services	29,994	32,313	2,320	7%
Total	108,030	128,461	20,430	16%
INCOME				
Government Funding			0	
City of Toronto	242,794	133,011	-109,783	-83%
Total Government	242,794	133,011	-109,783	-83%
			0	
Others			0	
Misc.	133	0	-133	
Total Others	133	0	-133	
TOTAL INCOME	242,927	133,011	-109,916	-83%
			0	
SURPLUS(DEFICIT)	134,897	4,550	-130,347	-2865%

Program Budget

REVENUE

Total budget revenue for 2025	\$906,706
YTD budget gross revenue	\$112,045
YTD actual gross revenue	\$179,846 an favourable variance of \$67,801 .

The primary reasons for this variance are revenues being carried forward from 2024 and a one time grant as shown below:

Deferred Revenue from 2024 to 2025

City of Toronto - Partnership admin fee	10,693.85
Provincial Funding - OACAO	4,200.00
Rental Income - Food Hub	7,125.70
Expense Recovery - Partnership	793.30
Other deferred:	
Seniors	2,194.29
Events	10,869.22
Board	12,040.00
Sub-total	47,916.36
EarlyON one time grant	10,681.00
Total	58,597.36

EXPENSES

Total budget expenses for 2025	\$906,704
YTD budget gross expense	\$133,781
YTD actual gross expense	\$93,114 favourable variance of \$40,667 .

The positive \$40,667 variance includes:

- Reduced salary costs due to short term vacancies in the Child and Youth Coordinator Program Assistant and Afterschool Lead positions as a cascading result of the transition to the new Program Director
- Salary and benefits not accrued for the pay period February 15 – 28, 2025, paid March 7

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
Program ACTUAL VS BUDGET

	Program		Variance	
	Actual	Budget	\$	%
Salary	52,313	79,148	26,835	34%
Benefits	12,999	19,345	6,346	33%
Materials & Supplies	5,238	13,254	8,016	60%
Furniture & Equipment	678	95	(583)	-616%
Purchased Services	21,887	21,939	53	0%
Total	93,114	133,781	<u>40,667</u>	<u>30%</u>

INCOME**Government Funding**

City of Toronto	64,421	28,575	(35,846)	-125%
Province of Ontario	16,700	12,500	(4,200)	-34%
Federal Government	262	4,180	3,917	94%
Total Government	81,383	45,255		

Non-Government Funding

Charitable Organizations	0	333	333	100%
Total Non-Government	0	333		

Donations/Fundraising

Charitable Donations-individual	12,190	127	(12,063)	-9498%
Fundraising	3,577	105	(3,472)	-3307%
Total Donations/fundraising	15,767	232		

Others

User Fees	82,617	62,814	(19,803)	-32%
Misc.	79	3,410	3,332	98%
Total Others	82,695	66,224		

TOTAL INCOME	179,846	112,045	(67,801)	-61%
SURPLUS(DEFICIT)	86,732	(21,736)	(108,468)	499%

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
February 28, 2025

	2025	2024
CURRENT ASSETS		
Cash	640,474	301,259
Short-term investments	96,604	199,315
Due from the City of Toronto - vacations payable	21,677	21,677
Due from the City of Toronto - deficits	18,852	36,794
Accounts Receivable	48,821	26,045
Prepaid Expenses	7,376	5,748
	<u>833,804</u>	<u>590,838</u>
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leashold improvements	-32,002	-24,001
Equipment - EarlyON	2,103	2,103
Accum. Amort. EarlyON	-421	0
Equipment - Safe Start	8,034	8,034
Accum. Amort. Safety Start	-5,624	-4,017
Equipment - Seniors	4,014	4,014
Accum. Amort. Seniors	-3,725	-3,024
Computers	1,614	0
Accum. Amort. Seniors	-404	0
Equipment - Food Hub	6,547	4,738
Accum. Amort. Food Hub	-1,038	0
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-1,128	-607
Tangible Capital Assets	<u>20,576</u>	<u>29,843</u>
Long-term Receivable - City of Toronto	<u>175,538</u>	<u>186,704</u>
	<u>1,029,918</u>	<u>807,385</u>

LIABILITIES, NET ASSETS AND RESERVES

Current Liabilities

Accounts payable and accrued liabilities	137,869	140,067
Deferred revenues	1,515	6,902
	<u>139,384</u>	<u>146,969</u>

POST-EMPLOYMENT BENEFITS PAYABLE

175,538 186,704

Deferred Capital Contributions

Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leasehold Impr.	(24,001)	(16,001)
Deferred Capital Contributions - EarlyON	1,682	2,103
Deferred Capital Contributions - Safe Start	8,034	8,034
Accum. Amort. Deferred C.C. - Safe Strat	(5,624)	(4,017)
Deferred Capital Contributions - Seniors	1,614	-
Accum. Amort. Deferred C.C. - Safe Strat	(404)	-
Deferred Capital Contributions - Seniors	4,014	4,014
Accum. Amort. Deferred C.C. - Seniors	<u>(3,725)</u>	<u>(3,024)</u>

	13,592	23,110
	328,515	356,783
Net Assets		
Program funds	(42,806)	(19,889)
Parent/Child Drop-in	21,470	13,986
Afterschool	182,527	114,922
Teen program	1,456	733
Seniors programs	(262)	(55)
Summer programs	65,861	45,639
The Applegrove Connection	(21,390)	(11,791)
HOBG	10,498	4,657
Food Hub	4,620	4,620
Core Etransfer Account	33,631	7,663
Agency level funds	71,169	55,141
Program current period un-distributed	86,732	98,404
Admin current period	142,897	(8,429)
	<u>556,404</u>	<u>305,602</u>
	884,918	662,385
Reserves		
Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	10,000
	<u>145,000</u>	<u>145,000</u>
	<u>1,029,918</u>	<u>807,385</u>

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 Minutes

March 13, 2025 – 5:00 pm

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

1. Notes from February 13 Meeting

No changes needed.

2. Staffing

a) Staffing Updates

Susanne provided staffing updates. She reported on the status of the Program Assistant Hiring process and of a complaint that was received. She noted that there may be a need for targeted planning around summer staffing in the EarlyON program due to reduced availability of current casual relief staff.

b) 2024 ED Performance Review Discussion/Review Process

The committee reviewed Susanne's updated performance planner. A discussion on year to date performance, challenges and needs took place. Staffing needs were discussed. Susanne noted that space for staff in the office is starting to run out as new employees come on board. A touchdown work station is being prepared in the Archive Room as occasional overflow space. Tammy suggested that hybrid work arrangements could help. Management will continue to work on finding appropriate and effective solutions to address this constraint.

3. Board

a) Board Training

i. FoodShare Workshop

Members discussed and approved the budget for the proposed board training session, and felt that the proposed dates were good options. Susanne will confirm space availability and circulate a poll to the board to finalize the date.

b) Board Evaluation

i. Board Skills & Diversity Assessment Results

The committee reviewed and discussed the survey results and recommended the following recruitment priorities:

- people who are, or currently have a household member, participating in an Applegrove program;

- knowledge and experience in child and youth work, and in seniors work/gerontology;
- young adults and seniors;
- increased diversity, particularly with respect to race, gender and sexual identity, disability and income level

It was noted that it is important that some board members have strong community ties, for example to the Duke of Connaught school community.

ii. Board Self-Evaluation Process and Tool Results

This item was deferred to the next meeting.

4. Policy

a) Police Reference Check Policy

On the question of the Board of Management and police reference checks, Susanne reported that she has learned that the Public Appointments office only coordinates a police record check for the Toronto Police Services Board as it is a legislative requirement, and that they are not aware of requirements that exist for AOCCs. Staff from the People and Equity Division further identified that there is nothing in their policy that would apply to agencies of the City. Members decided that the policy should go to the board for approval as is, and that additional discussion on police reference checks and board members can continue to take place as needed.

b) Procurement and Purchasing Policy Update

Susanne reported that she has started to draft this policy.

5. Other Business

Susanne provided an update on the upcoming bargaining process, and on the status of the ongoing Job Harmonization and Pay Equity process.



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Board of Directors Meeting

March 31, 2025

AGENDA

8:30

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Amendments to minutes of January 27, 2025 Board of Directors Meeting (*attached*)
4. Minutes of February 24, 2025 Board of Directors Meeting (*attached*)
5. Homologation of March 31, 2025 Board of Management resolutions

8:40

6. Standing Committees
 - 6.1. Membership, Outreach & Inclusion Committee Report (*Mar 19 min attached*)
 - 6.2. Strategy & Finance Committee Report (*Mar 26 min attached*)
 - i) Fundraising Working Group

8:55

7. Directors' Concerns

9:00

8. Adjournment

Next Meetings and Events

April 13, 2025	Spring Planting Event (East End Food Hub)
May 6, 2025	(in-person)
May 26, 2025	(virtual)
Jun 12, 2025 AGM	(in person)

Minutes of the Board of Directors Meeting (amended March 31, 2025)
January 27, 2025

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

Present: Camille Bettonville, Brian Buchan, Pat Jordan, Sarah Lasch, Jean Lim O'Brien, Susan Munn, Tammy Rogers, Brian Wood,
Regrets: Sara Ehrhardt, Councillor Fletcher, Kristen Vanderpark
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela

1. Call to Order/Adoption of Agenda

Susan called the meeting to order. Quorum was met. The Strategy & Finance Committee added draft Terms of Reference for a Fundraising Working Group to agenda item 5.2, as circulated in the second email of materials. The agenda was adopted as amended.

2. Declaration of Conflicts of Interest

No conflicts declared.

3. Minutes of the January 27 Board of Directors Meeting (attached)

MOTION (Buchan/Jordan)

To accept the minutes of the November 25, 2025 Board of Directors meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Bettonville)

To homologate the resolutions made by the Board of Management at its January 27, 2025 meeting, as presented:

- *To accept the minutes of the January 27, 2024 Board of Management meeting.*
- *To approve of the following recurring and regular funding applications in 2025: Canada Summer Job, Canada Volunteer Income Tax Program, EarlyON, New Horizons for Seniors, Seniors Active Living Centres, Summer Experience, Seniors Community Grant, Seniors Active Living Fair, and to approve submission of an application to the Metcalf Opportunities Fund.*
- *To approve an advance of \$15,000 from the 2025 Community Service Partnerships Grant which has been approved by the City*

of Toronto, to the Neighborhood Food Project to support the operation of the East End Food Hub.

- *To approve the management vacation report.*
- *To accept the Personnel & Policy Committee Report.*
- *To approve the revised Remote Work Policy as presented.*
- *To accept the program update.*
- *To accept the Executive Director's Report.*

Carried

5. Standing Committees

5.1. Membership, Outreach & Inclusion (MOI) Committee Report

Camille shared that the committee is looking at BoardShift as a tool to support diversification in board recruitment. Susanne added that the City recommended Applegrove get its own membership, and that BIPOC board members can do the BoardShift training. Camille shared that planning for the 2026 East End Music Fest is beginning. Last year we saw an increase in partner development and engagement of new populations, this year will focus on revenue generation.

i) DEIB Report

The board felt that the 2024 DEIB Report is well presented, digestible and inviting. Susanne shared that it will be rolled out to staff and the public.

5.2. Strategy & Finance (SF) Committee Report

Brian B. shared that there was rich discussion on risk management, and consultation with management and staff for input. The East End Food Hub terms of reference were received. The committee is discussing revenue generation in relation to a Fundraising Working Group. Susanne noted that this aligns with a Strategic Plan priority. An investment policy is under development and the Committee is reviewing financial trainings to add to the board training schedule.

i) Fundraising Committee Terms of Reference (new item)

Brian B shared that Susanne researched other Terms of Reference from other agencies which aided in the creation of Applegrove's. Camille B asked if there was any training needed for the members as she knows someone who could provide some in the area of Fundraising. Brian B responded that they are hopeful the committee will be formed by board and community members so training would be of interest. Susanne B said once the committee is formed they will assess the needs for training. There is a training through Charity Village on Non-Profit Fundraising.

MOTION (Wood/Rogers)

To accept the Membership, Outreach & Inclusion Committee Report.

Carried

MOTION (Lim O'Brien/Jordan)

To accept the Strategy & Finance Committee Report.

Carried

MOTION *(Bettonville/Buchan)*

To approve the Terms of Reference for the Fundraising Working Group.

Carried

1. Director's Concerns

The Board had no concerns.

2. Adjournment

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

Chair

Secretary

**Minutes of the Board of Directors Meeting
February 24, 2025 – In-person**

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

Present: Brian Buchan, Camille Bettonville, Jean Lim O'Brien, Kirsten Vanderpark, Susan Munn (Chair), Tammy Rogers, Brian Wood, Pat Jordan
Regrets: Sara Ehrhardt, Councillor Fletcher, Sarah Lasch
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Jakub Bros

1. Call to Order/Adoption of Agenda

Susan called the meeting to order. Quorum was met and the agenda was adopted as circulated.

2. Declaration of Conflicts of Interest

No conflicts of interests declared.

3. Minutes of January 27, 2025 Board of Directors Meeting

MOTION (Bettonville/Jordan)

To accept the minutes of the January 27, 2025 Board of Directors meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Buchan/Vanderpark)

To homologate the resolutions made by the Board of Management at its February 24, 2025 meeting as presented:

To accept the minutes of the January 27, 2025 Board of Management meeting.

To accept the Personnel and Policy Committee report.

To identify a new schedule for monthly Board meetings after the Annual Meeting, in consultation with new board members.

To approve the Applegrove IT and Cybersecurity Policy as presented.

To accept the program update.

To accept the Executive Director's report.

Carried

5. Standing Committees

5.1. **Membership, Outreach & Inclusion Committee Report**

Camille shared meeting highlights. The committee discussed board recruitment processes and materials, and using Boardshift for board recruitment and to enable existing board members access to its training resources. There is a call for board members to join the East End Music Fest planning committee.

5.2. **Strategy & Finance Committee Report**

Brian B. shared meeting highlights. The Fundraising Working Group is looking for at least two board members to join. He presented the final Enterprise Risk Management process created in response to last years audit, noting that some KPIs are more directionally monitored vs. quantifiable. Quarterly reports are scheduled unless something exceeds the risk threshold. The risk landscape will be reassessed annually with quarterly reports as on-going monitoring. Camille asked if risks are reported to the City and Susanne shared that no mechanism is in place.

As part of the annual review of financial policies the committee has asked management to recommend a higher threshold for capitalization. The committee is close to finalizing an investment policy. Members are identifying financial training for the board that will be mandatory for the chair, treasurer and Strategy & Finance Committee members.

MOTION (Rogers/Lim O'Brien)

To accept the Membership, Outreach and Inclusion Committee report.

Carried

MOTION (Vanderpark/Wood)

To accept the Strategy and Finance Committee report.

Carried

MOTION (Buchan/Lim O'Brien)

To endorse and implement the risk management process as presented by the Strategy and Finance Committee.

Carried

6. Directors' Concerns

None

7. Adjournment

The meeting was adjourned on a motion by Brian Buchan, seconded by Jean Lim-O'Brien.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee Minutes

March 19, 2025 at 7:00 p.m.

Present: Camille, Brian W., Kirsten, Sarah

Staff: Susanne, Liliana, Josh, Shernel

Regrets: Pierre

1. Welcome and Introductions

Introductions were done.

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

a. *February 12 Meeting Minutes*— no changes

b. *BoardShift Inclusivity Charter*

Susanne spoke to the Boardshift Inclusivity Charter and flagged two discussion items - frequent reviews of Board By-laws through a DEIB lens and individualized on-boarding for new board members, as both could be challenging from an organizational capacity perspective. The committee recommended seeking clarification from Boardshift on how to define 'frequent'. Members felt that the current mentorship model and DEIB training provides flexibility and openness, which satisfies the onboarding requirement.

Brian W. and Kristen asked for clarity on setting clear and measurable diversity targets for recruitment. Members discussed the challenge with a small board, limited applicant pool and catchment requirements. Kirsten suggested setting targets we wish to achieve and moving toward them. Susanne felt targets could address inclusion and not just diversity.

c. *Final Draft Incident Reporting Procedures.*

Susanne updated the procedures based on feedback at the last meeting. She included a 14-day status update timeline. The committee agreed with this timeline and recommended using the language "no later than 14 days". Members recommended including examples of incidents in the roll-out/training for staff.

d. *Draft DEIB Work Plan Update.*

Susanne and Josh presented the updated work plan. Liliana felt that it seemed balanced and realistic, noting that there has been a lot of progress in the agency in terms of DEIB in the last year. Kirsten shared the plan seems achievable and appreciates that the committee is transparent with progress and goals. shared he appreciates that there are multiple avenues for staff to provide feedback i.e. group sessions and pulse surveys. The committee approved the plan with the expectation that the committee continue to be transparent on its progress.

Liliana shared that the afterschool program is running a staff-led community toy and clothing drive for Eid and Ramadan. The items will go to a Muslim shelter in Scarborough chosen by the staff. The committee members shared their delight that staff were taking initiative and getting engaged in the plan.

Shernel agreed to join the DEIB Staff-Board Committee.

3. February 12 MOI Committee Meeting Minutes - no changes

4. Events

a. 2025 Event Calendar

Susanne shared there was a few errors in the circulated calendar, to be corrected and recirculated for the next board meeting.

5. Board Recruitment and AGM Planning

a. Work Plan

Due to staffing transitions we are a bit behind on the workplan but still on track to meet deadlines. The AGM save the date and recruitment materials will be sent out tomorrow.

b. Recruitment Priorities

Susanne shared that there will be five vacancies, or which at least two must be filled by people who live in catchment. Three board members are stepping down and 2 are up for re-election. Camille asked about skills being lost from the board and Susanne provided a summary and noted which skills sets remain well represented. Recruitment priorities for 2025 identified by the Personnel & Policy Committee based on the Board Skills and Diversity Assessment and on the strategic plan are: program participants, young adults, seniors, experience with fundraising/philanthropy, experience working with children, youth and senior.

c. Board Recruitment Process & Materials

Camille asked how outreach is adjusted to reflect the priorities. Susanne shared current methods of outreach and promotion and noted that it can vary based on number of vacancies. Members reviewed and approved the updated recruitment flyer.

d. AGM Planning

Susanne circulated a draft Agenda. In the past we have done trivia, which is well received. The previous suggestion from the committee was to have a performer from the EEMF perform. It was suggested this might be better during entry/dinner with something engaging like trivia later in the event. Kristen asked about food and Susanne replied that nothing was set yet but suggested some businesses/vendors we have used in the past. We want to support local businesses/ vendors from LFM.

6. Programs

a. *2024 Program Statistics*

Josh updated the committee that the statistics are being finalized and will be ready to present at the next meeting.

b. *2024 Program Evaluation Reports*

Josh presented the Seniors Evaluation report. He highlighted that trips remained the most popular activity followed by line dancing, the food related programs. Overall the program is very well received and continuing to grow. We are using this evaluation and advisory meetings to inform the direction of the program. Josh and the program staff are working hard to be able to offer more of what the seniors want to see, within the available budget. Camille felt this seems like an easy program to fundraise for and Josh is hopeful to increase fundraising for it this year. Susanne shared that the Seniors Café is doing well and advances the strategic plan direction of ensuring that vulnerable populations have access to services. Josh highlighted that 92% of survey respondents felt the program helped reduce social isolation and explained the social prescribing program to the committee which further supports access for socially isolated seniors. Camille asked if AOCCs compare evaluation results and Susanne and Josh shared that this is not done formally but that certain groups and coalitions do meet around specific programs.

Next meetings

Apr 16, 2025

May 14, 2025

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Minutes

March 26, 2025 at 5:00 p.m.

Board Members: Brian Buchan, Jean Lim O'Brien, Pat Jordan

Staff: Susanne Burkhardt (recorder)

1. February 12 Meeting Notes

No changes required.

2. Finance

a. Year to Date Financial Reports

Susanne presented the year to date financial report. Pat asked about plans for spending some of the deferred funds and Susanne reminded members about plans to develop an updated volunteer management system/program.

b. Audit Update

Susanne shared that the audit will start next week, and that Monica is providing the information that has been requested in advance.

c. Grant Updates

Susanne shared that work is underway to prepare the grant to the Metcalfe Foundation and that she is in discussion with Nourish East End regarding a grant opportunity for seniors programming. She was notified by the funder that some of the Community Service Partnerships grant funds need to be internally reallocated and is working on that.

d. Annual Financial Policy Review

- i. *Capitalization Policy* – Members agreed with the updated capitalization threshold recommended by management. Jean asked for examples of the types of assets that would be capitalized, and about how assets are tracked. Susanne provided examples and noted that tracking is through an amortization schedule and an IT Asset Inventory.
- ii. *Credit Card Use Policy* – Members were in agreement with the proposed amendments.

3. Policy Development

a. Investment Policy

The committee approved the updated language on authorized and suitable investments.

b. Procurement and Purchasing Policy Update

Susanne reported that she is drafting this policy and that the process will include review of City requirements.

4. Revenue Generation

a. Fundraising Working Group

Members felt that the volunteer job description for Working Group members reflects the role. Susanne will follow up with the identified potential candidates and share the job description with them. Once a core group has been identified, recruitment efforts can be expanded as needed.

5. Risk Management

a. Enterprise Risk Management – Next Steps

Implementation of the approach as approved by the board will be based on quarterly reporting on the top 5 identified risks. Brian will draft a report template and Susanne will plan to prepare a report for the board meeting in late May.

b. Board Finance Training

The identified training will be implemented when the new board is in place, with training required for the Chair and members of the Strategy and Finance Committee, and optional for other Board members.

6. Strategic Plan Implementation

Members discussed the draft operational plan and noted that it reflects the strategic plan intentions. Susanne shared that a more detailed work plan is also being drafted, to address roles, timelines and action items. Members agreed that quarterly reporting makes sense, and Brian asked that a 1-page colour coded report template be developed for the board.

7. Other Business

a. Food Hub 2024 Annual Report Update

Susanne shared that a draft food Hub annual Report will be presented at the next Board meeting.

b. Facility Updates (new item)

Susanne shared that she has requested a meeting with the City regarding the Food Hub lease and status of Applegrove facility planning.