



60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

## Board of Management Meeting - May 26, 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. Minutes of May 5, 2025 Board of Management Meeting (*attached*)

#### 7:10

- F. Finance
  - F.1. 2025 Audited Financial Statements (*attached*)
  - F.2. Year-to-Date Financial Report (*attached*)

#### 7:50

- G. Personnel & Policy Committee (*May 15 min attached*)
  - G.1. Proposed Amendment to IT & Cybersecurity Policy (*attached*)

#### 8:00

Motion needed to discuss the next item in camera, as it deals with confidential information.

- H. Agreement - Neighbourhood Food Project

Motion needed to return to the public meeting.

#### 8:10

- I. Board
  - I.1. Board Recruitment Update

#### 8:20

- J. Program Update (*attached*)
- K. 2024 Program Statistics (*sent separately*)

#### 8:25

- L. Executive Directors Report
- M. Correspondence Received

#### 8:30

- N. Adjournment

**Minutes of the Board of Management Meeting  
May 5, 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, Susan Munn (Chair), Jean Lim O’Brien, Tammy Rogers, Brian Wood, Kirsten Vanderpark, Camille Bettonville  
Regrets: Sarah Lasch, Sara Ehrhardt, Councillor Fletcher  
Staff: Susanne Burkhardt, 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. Introductions**

No guests

**C. Indigenous Land Acknowledgment**

Susan reflected on it being national Red Dress day. The board discussed the origin of the day and on-going issues surround missing and murdered Indigenous women in Canada.

**D. Declaration of Conflicts of Interest**

No conflicts of interests declared.

**E. Minutes of March 31 Board of Management Meeting**

**MOTION** (Lim O’Brien/Buchan)

*To accept the minutes of the March 31, 2025 Board of Management meeting.*

**Carried**

**F. Finance**

**F.1. Year to Date Financial Report**

Monica presented the report. She highlighted admin revenue and a positive expense variance which includes unpaid performance pay and cost of living increases. Brian B. asked if these were budgeted and Monica and Susanne confirmed that they were. Monica noted that program budget variances were due to reduced salary costs and higher budgeted wages due to bargaining. She reminded members of deferred 2024 revenue and some grant increases. Monica is working on new forecasts to present regularly. Jean asked about bargaining and Susanne shared that it has not begun. Monica reviewed the balance sheet.

**F.2. Audit Update**

Monica shared that the audit went smoothly. She expects to receive the draft statements this week, for presentation to the Board after review by the Strategy and Finance Committee.

**F.3. Summer Camp Staffing and Summer Day Programs Budget Submission**

Susanne explained that the annual summer camp funding submission to Toronto Children's Services requires an updated budget for the next 3 years. Due to increased Canada Summer Jobs funding this year's camp budget will be updated to increase the Child and Youth Coordinator by 70 hours to support transition, add a Sports Specialist position and increase trip, food, training and materials budgets. Jean asked about the permit fees and Susanne explained that they will be waived to make up for the loss of our leased space in summer.

**F.4. Term Deposits**

Susanne shared that setting up a Tangerine account is difficult and recommended term deposits be made with Alterna while banks with higher interest rates are explored. Camille asked about costs of moving investments and Susanne replied that there is no cost to invest but a small fee for the audit. The board agreed that speed was a factor to lock in the current interest rates.

***MOTION (Rogers/Bettonville)***

*To accept the year to date financial report.*

***Carried***

***MOTION (Vanderpark/Lim O'Brien)***

*To approve the addition of a Sports Specialist and up to 70 additional hours for the Child and Youth Coordinator to the summer camp budget as presented.*

***Carried***

***MOTION (Buchan/Rogers)***

*To approve submission of the Summer Day Programs budget submission and letter notifying Toronto Children's Services of Applegrove's intention to operate a summer day camp on 2025.*

***Carried***

***MOTION (Vanderpark/Buchan)***

*To direct staff to:*

- a) renew term deposit #20 in the amount of \$60,048 as a 2-year non-redeemable Term Deposit at an interest rate of 3.05%;*
- b) renew term deposit #24 in the amount of \$40,990 as an 18-month non-redeemable Term Deposit at an interest rate of 3.05%;*
- c) register a new 2-year non-redeemable Term Deposit in the amount of \$60,445 at an interest rate of 3.05%; and*

- d) *register a new 18-month non-redeemable Term Deposit in the amount of \$52,450 at an interest rate of 3.05%.*

***Carried***

**G. Personnel & Policy Committee**

Susan highlighted the new hirings and was glad to see they have all been internal hirings as it showcases the commitment of the staff and the agency to development.

**G.1. 2025 Policy Work Plan Q1 Report**

Brian asked if the policies reflect those covered by various committees, and Susanne said they did. Members requested that the colour red be replaced with grey and a column be added to indicate what quarter an item is scheduled for.

***MOTION*** (Lim O'Brien/Bettonville)

*To accept the Personnel & Policy Committee Report.*

***Carried***

***MOTION*** (Buchan/Lim O'Brien)

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

***Carried***

**H. 2024-2025 Board Self Evaluation Results - In camera**

**I. 2023 Management Performance Evaluation - In camera**

***MOTION*** (Rogers/Lim O'Brien)

*To return to the public meeting.*

***Carried***

***MOTION*** (Lim O'Brien/Buchan)

*To approve:*

- a) *the application of the 2.5% management Cost of Living Adjustment (COLA) for 2025 in accordance with direction provided by the City; and*
- b) *the 2024 management performance evaluation findings and implement the applicable performance-based wage adjustments in accordance with direction provided by the City.*

***Carried***

**J. Board**

**J.1. Board Recruitment and AGM Planning**

Susanne shared that two nomination applications were received and that the board could accept applications after the deadline. Kirsten inquired what would happen if we did not get enough candidates and Susanne explained that the

Chair could choose to open up nominations to the floor at the AGM or that the board could continue to recruit people after the AGM.

**J.2. Strategic Plan**

Susanne shared that a template is being prepared for quarterly reporting.

**K. Program Update**

Josh presented the Program Update. Highlights included increased access to subsidies for both summer camp registrants and the Seniors program. There are plans for increased programming with/at the East End Food Hub. Outreach is planned at local TCHC Communities. There has been increased attendance at both EarlyON sites.

**MOTION** (Rogers/Bettonville)

*To accept the Program Update.*

**Carried**

**L. Executive Director's Report**

Susanne shared that the Directors and Officers liability insurance was renewed and reminded members that the City provides insurance for the Board of Management. WE continue to be impacted by construction at the school, for example with hot water turned off as of May 15 and testing for structural issues in the Afterschool rooms. Susanne continues to request information on the process for renewing the Food Hub lease, as the 5-year lease is up at the end of 2025. Susanne will meet with Pino and Daniel to review the lease room schedule in preparation for making updates to reflect current use patterns. Staff from Social Development, Finance and Administration came for a site visit at the school and the Food Hub. They have also requested data on the tenure of staff and sent out a template for a facility expansion business case. Susanne shared that staff will bring a proposal to the board next meeting for use of deferred 2024 fundraising income. On May 24, the Food Hub is participating in Doors Open. The East End Music Fest Planning Committee has had their first meeting.

**M. Correspondence Received**

Susanne received the correspondence about the Cost of Living increases for management from the City.

**MOTION** (Vanderpark/Rogers)

*To accept the Executive Director's Report.*

**Carried**

**N. Adjournment**

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

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Chair

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Secretary

## FINANCIAL VARIANCE REPORT

For the period ended April 30, 2025 (January 1 to April 30)

### Admin - City of Toronto Budget

#### REVENUE

Total budget revenue for 2025	<b>\$798,066</b>
YTD budget gross revenue	<b>\$266,022</b>
YTD actual gross revenue	<b>\$266,310</b> a favourable variance of <b>\$288</b> .

The favourable variance is due to \$288 bank interest received on the Admin/Core account. The extra payments received from the City of Toronto at the beginning of the year have been deferred to avoid confusion.

#### EXPENSES

Total budget expenses for 2025	<b>\$798,066</b>
YTD budget gross expense	<b>\$287,156</b>
YTD actual gross expense	<b>\$263,717</b> a favourable variance of <b>\$23,439</b> .

The positive favourable variance reflects:

- Underspending in materials and the final portion of the audit service fee for the 2024 audit.

Applegrove Community Complex Statement of Operations Admin Actual Versus Budget				
	Actual	Budget	\$	%
<b>EXPENSES</b>				
Salary	133,665	138,393	4,728	3%
Benefits	49,355	49,369	14	0%
Materials & Supplies	367	1,361	994	73%
Furniture & Equipment	1,562	3,766	2,204	59%
Purchased Services	78,768	94,267	15,499	16%
<b>Total</b>	<b>263,717</b>	<b>287,156</b>	<b>23,439</b>	<b>8%</b>
<b>INCOME</b>				
Government Funding				
City of Toronto	266,022	266,022	0	
<b>Total Government</b>	<b>266,022</b>	<b>266,022</b>	<b>0</b>	
Others				
Misc.	288	0	(288)	
<b>Total Others</b>	<b>288</b>	<b>0</b>		
<b>TOTAL INCOME</b>	<b>266,310</b>	<b>266,022</b>	<b>-288</b>	<b>-0.11%</b>
<b>SURPLUS(DEFICIT)</b>	<b>2,593</b>	<b>(21,134)</b>	<b>-23,727</b>	<b>1</b>

## Program Budget

### REVENUE

Total budget revenue for 2025	<b>\$906,706</b>
YTD budget gross revenue	<b>\$269,269</b>
YTD actual gross revenue	<b>\$287,254</b> an favourable variance of <b>\$17,985</b>

The favourable variance reflects:

- Summer program revenues that have not yet been deferred
- Admin funding availability to support Afterschool permit costs from Jan-Apr
- Unbudgeted (new) grant for Income Tac Clinic
- 2024 income deferred to 2025 (not yet known when budget was approved) - \$54,639
- 2025 CSP funds budgeted for April but not received until May - \$51,226

### EXPENSES

Total budget expenses for 2025	<b>\$906,704</b>
YTD budget gross expense	<b>\$271,733</b>
YTD actual gross expense	<b>\$222,722</b> favourable variance of <b>\$49,011.</b>

The positive \$49,011 variance reflects:

- 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
- Underspending in salary and benefits for union staff, due to timing of bargaining
- Admin funding availability to support Afterschool permit costs from Jan-Apr

Applegrove Community Complex  
Statement of Operations  
As of April 30, 2025

			Variance from Board-approved Budget		
	Actual	Board- approved Budget	Deferred - 2024 Income	\$	%
<b>EXPENSES</b>					
Salary	141,260	160,846		19,586	12%
Benefits	26,137	39,098		12,961	33%
Materials & Supplies	21,846	26,411		4,566	17%
Furniture & Equipment	1,480	189		-1,291	-682%
Purchased Services	31,999	45,188		13,190	29%
Total	222,722	271,733		49,011	0
<b>INCOME</b>					
Government Funding					
City of Toronto	71,649	112,181	10,694	40,532	36%
Province of Ontario	16,650	12,500	4,200	-4,150	-33%
Federal Government	6,984	8,359	6,722	1,375	16%
Total Government	95,283	133,040	21,616	37,757	0
Non-Government Funding					
Charitable Organizations	167	667		500	75%
Foundations/Corporations	500	0		-500	
Total Non-Government	667	667			
Donations/Fundraising					
Charitable Donations-individual	17,157	254	12,040	-16,903	
Charitable Donations-Business	3,500	0		-3,500	
Fundraising	3,643	210	3,569	-3,433	
Total Donations/fundraising	24,301	464	15,609	-23,837	
Others					
User Fees	155,511	128,278	16,620	-27,233	-21%
Misc.	11,492	6,820	793	-4,671	-68%
Total Others	167,003	135,099	17,413	-31,904	-0
<b>TOTAL INCOME</b>	<b>287,254</b>	<b>269,269</b>	<b>54,639</b>	<b>-17,985</b>	<b>-0</b>
<b>SURPLUS(DEFICIT)</b>	<b>64,532</b>	<b>(2,463)</b>		<b>-66,996</b>	<b>27</b>

Larger than expected variance from Board approved budget mainly due to 2024 deferrals



**APPLEGROVE COMMUNITY COMPLEX**  
**STATEMENT OF FINANCIAL POSITION**  
**April 30, 2025**

	<b>2025</b>	<b>2024</b>
<b>CURRENT ASSETS</b>		
Cash	713,627	322,669
Short-term investments	96,604	199,315
Due from the City of Toronto - vacations payable	17,913	21,677
Due from the City of Toronto - deficits	18,852	36,794
Accounts Receivable	84,839	32,618
Prepaid Expenses	14,154	7,426
	<hr/> 945,990	<hr/> 620,499
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leasehold 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	1,614
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	<hr/> 20,576	<hr/> 31,458
Long-term Receivable - City of Toronto	<hr/> 175,538	<hr/> 186,704
	<hr/> 1,142,104	<hr/> 838,661

**LIABILITIES, NET ASSETS AND RESERVES**

**Current Liabilities**

Due to the City	30,204	-
Accounts payable and accrued liabilities	190,001	159,155
Deferred revenues	226,559	3,444
	<hr/> 446,764	<hr/> 162,599

**POST-EMPLOYMENT BENEFITS PAYABLE**

175,538      186,704

**Deferred Capital Contributions**

Deferred Capital Contributions - Leasehold 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	(3,725)	(3,024)

13,592	23,110
635,894	372,414

#### **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	3,776	4,657
Food Hub	4,620	4,620
Core Etransfer Account	(337)	7,663
Agency level funds	71,169	55,141
Program current period un-distributed	64,532	117,179
Admin current period	10,594	(11,559)

361,210	321,247
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997,104	693,661
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#### **Reserves**

Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	10,000
	<hr/>	
	145,000	145,000

1,142,104	838,661
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# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

**"COMMUNITY AT ITS CORE"**

## **Personnel and Policy Committee**

### **Meeting Minutes**

May 15, 2025 – 5:00 pm

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

#### **1. Notes from April 10 Meeting**

No changes needed.

#### **2. Staffing**

##### *a) Staffing Updates*

Susanne provided staffing updates and reported on the status of the summer camp hiring process.

##### *b) Hiring Reports*

Members reviewed the hiring report for the Youth Program Peer Support Worker and had no questions.

##### *c) Quarterly ED Performance Discussion*

The updated 2025 ED performance plan outcomes to date were reviewed, with discussion on progress and current challenges with Susanne.

#### **3. Board**

##### *a) Board Self-Evaluation Follow-Up*

The Board discussed the results at its meeting on May 25, 2025 and felt that the majority of the information members need knowledge of is made available to and shared with members through orientation activities. It was suggested that Board members be engaged more actively in supporting Board orientation and ensuring that members are regularly receiving information about the Board's role and responsibilities. The Committee recommended adding a brief board learning moment as standing agenda item at board meetings. The learning moment would be offered by a Board member on a rotating basis similar to the way in which the TRC reflection is done. Susanne will prepare a list of topics and Tammy will provide the first learning moment.

*b) 2025 Board Manual*

Susanne reported that she updated the Diversity, Equity, Inclusion and Belonging (DEIB) section. She just received the audited financial statements and will update the financial section accordingly. Tammy will work with Susanne to improve the catchment map that in the manual to also show the food hub and add descriptions.

*c) Board Orientation Process Review*

Susanne will add the board learning moment to the process. Sue will check in with board members on the implementation of the board buddies in 2024, to inform its implementation in 2025.

**4. Policy**

*a) Proposed IT & Cybersecurity Policy Amendment*

Members recommended that the proposed amendment to the Applegrove IT & Cybersecurity Policy be provided to the Board for approval at its next meeting.

## **Proposed Amendment to Applegrove IT and Cybersecurity Policy**

### ***Background***

- At its meeting on March 31, 2025 the Applegrove Board of Management approved the Applegrove IT and Cybersecurity Policy.
- On May 7, 2025 Susanne and Jake met with Robert Mendonca, from the City's Office of the Chief Information Security Officer (CISO) to review the status of two remaining outstanding Management Action Plan items required for Applegrove to fully meet City cybersecurity requirements.
- In order to fully meet the requirement of "Control # 08 - All open ports are closed" Applegrove was asked to add a new section on ports to its IT and Cybersecurity Policy. This will supplement the existing policy content on hardening and configuration.
- The CISO provided copy for this section, to which Jakub and Susanne have made minor amendments for clarity in the Applegrove context, to be included Applegrove's policy.

### ***Proposed Policy Amendment***

That a new section be added to Section 14 (Vulnerability Management) of the IT and Cybersecurity Policy as follows:

#### 14.7 Implement Secure Ports and Protocols

Unencrypted ports and protocols (e.g., Telnet, File Transfer Protocol [FTP], LDAP) must be disabled. If these services are required, use secure alternatives e.g., SSH, SFTP, LDAPS.

Unnecessary services (e.g. Simple Network Management Protocol [SNMP], Bootstrap Protocol) must be disabled.

Secure access to the console must be enabled, admin ports and admin interfaces must use secure protocols.

Routers and switches must be protected by controlling access lists for remote administration.

Applegrove shall ensure that the security best practices of third-party vendors providing managed services (e.g. cloud or software/hardware as a service) are reviewed at least annually to confirm that only ports, protocols, and services that are required are enabled in the given managed service Applegrove is using.

## **Program Update – May 2025**

### **Prenatal Program**

- Starting up in-person sessions this month with a Mother's Day Celebration.

### **EarlyON Programs**

- New relief staff hired and trained.
- New placement student from TMU has started – accelerated placement.

### **Afterschool**

- 2025-2026 registration packages sent out to returning parents
- 4 spots left to fill from waitlist at this time.

### **Youth Programs**

- Staff and youth did outreach at the Leslieville Farmer's Market on Sunday May 18, created a recycled bird feeder activity.

### **Summer Programs**

- Permits are confirmed, but rooms were wrong. Josh has spoken with Roden principal and submitted request for the correct rooms.
- Finished interviews were held for the Sports Specialist position.
- Spots are still available in week 1. Liliana is working hard on filling a few other weeks from the waitlists due to cancellations.
- Liliana has shifted to summer hours (35hr/week) to prepare for camp training.

### **Older Adults**

- Free trip to Opera was well attended (21) but some seniors showed up without registering. Luckily the venue accommodated them.
- Held the last cooking workshop and Food Champions session of the season. Both well attended. A Persian chef volunteered at the cooking session and it was very well received.
- Movie matinee continues to be very popular.

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

- Programming:
  - Regular programming offered onsite by all partners is going well
  - Susanne and Josh met with Woodgreen staff to discuss supports that the food hub could offer to their nearby Homeward Bound program for single mothers. As a starting point we will explore weekly Club Sandwich food deliveries for families in the program, cooking workshops and providing occasional relief childcare.
  - The Food Hub partners are looking at hosting a community conversation on food insecurity in the fall.

- Grants:
  - We are still waiting to hear back on 2 grant applications:
    - HelpAge Canada to support seniors programming,
    - Metcalf Foundation to improve the Sanctuary as a multi-purpose space and market hall.

#### Governance

- East End Food Hub Governance Committee quarterly meeting was held on May 6.
- The Operations Committee continues to meet biweekly, is very active and key to successful operations, space sharing and programming.
- We are finalizing our inventory of shared assets, which documents information and ownership of equipment and items in the space. Our next step will be to create an online sign-out system to facilitate more and better shared use of smaller pieces of equipment (e.g. chafing dishes, coffee urns, mixers, etc..).



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## **Board of Directors Meeting**

**May 26, 2025**

### **AGENDA**

#### **8:30**

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of May 5, 2025 Board of Directors Meeting (*attached*)
4. Homologation of May 26, 2025 Board of Management resolutions

#### **8:35**

5. Standing Committees
  - 5.1. Membership, Outreach & Inclusion Committee Report (*May 14 min attached*)
  - 5.2. Strategy & Finance Committee Report (*May 14 min attached*)
    - i) Proposal for 2024 Deferred Fundraising Revenues (*attached*)

#### **8:55**

6. Directors' Concerns

#### **9:00**

7. Adjournment

### **Next Meetings and Events**

Jun 12, 2025 AGM (in person)



**Minutes of the Board of Directors Meeting**  
**May 5, 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, Susan Munn (Chair), Jean Lim O'Brien, Tammy Rogers, Brian Wood, Kirsten Vanderpark, Camille Bettonville  
Regrets: Sarah Lasch, Sara Ehrhardt, Councillor Fletcher  
Staff: Susanne Burkhardt, Josh Grainger (Recorder)

**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 March 31, 2025 Board of Directors Meeting**

**MOTION** (Lim O'Brien/Buchan)

*To accept the minutes of the March 31, 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 May 5, 2025 meeting as presented:*

- *To accept the minutes of the March 31, 2025 Board of Management meeting.*
- *To accept the year to date financial report.*
- *To approve the addition of a Sports Specialist and up to 70 additional hours for the Child and Youth Coordinator to the summer camp budget as presented.*
- *To approve submission of the Summer Day Programs budget submission and letter notifying Toronto Children's Services of Applegrove's intention to operate a summer day camp on 2025.*
- *To direct staff to:*
  - a) *renew term deposit #20 in the amount of \$60,048 as a 2-year non-redeemable Term Deposit at an interest rate of 3.05%;*

- b) *renew term deposit #24 in the amount of \$40,990 as an 18-month non-redeemable Term Deposit at an interest rate of 3.05%;*
- c) *register a new 2-year non-redeemable Term Deposit in the amount of \$60,445 at an interest rate of 3.05%; and*
- d) *register a new 18-month non-redeemable Term Deposit in the amount of \$52,450 at an interest rate of 3.05%.*
- *To accept the Personnel & Policy Committee Report.*
- *To discuss the next items in camera, as they deal with identifiable individuals and confidential information.*
- *To return to the public meeting.*
- *To approve:*
  - a) *the application of the 2.5% management Cost of Living Adjustment (COLA) for 2025 in accordance with direction provided by the City; and*
  - b) *the 2024 management performance evaluation findings and implement the applicable performance-based wage adjustments in accordance with direction provided by the City.*
- *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 highlights of upcoming events including the spring DEIB Book Club Meeting, the Food Justice "Let's put race on the table" board/management training and a workshop on Volunteer Law.

#### **5.1.1. Q1 DEIB Work Plan Progress Report**

Susanne shared that quarterly reports will start to be shared with the board and will be linked to the Strategic Plan Quarterly Reports as well.

### **5.2. Strategy & Finance Committee Report**

Brian B. presented the report. He noted that the Procurement Policy is almost complete and will be presented to the board. A call has gone out for the Fundraising Committee and they will be scheduling their first meeting. The committee is in the process of finalizing the strategic planning reporting template.

***MOTION*** (Buchan/Rogers)

*To accept the Membership, Outreach and Inclusion Committee report.*

***Carried***

***MOTION*** (Bettonville/Rogers)

*To accept the Strategy and Finance Committee report.*

***Carried***

**6. Directors' Concerns**

None, however, Brian W. shared he met with the Director of Fundraising at an event and they recommended we could reach out to the Association of Fundraisers for training, support and development opportunities.

**7. Adjournment**

The meeting was adjourned on a motion by Brian Buchan, seconded by Camille Bettonville.

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Chair

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Secretary

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee Minutes

May 14, 2025 at 7:00 p.m.

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Present: Camille, Kirsten, Brian  
Staff: Susanne, Josh (recorder), Jake  
Regrets: Pierre, Liliana, Brian W., Shernel

#### 1. Welcome and Introductions

Introductions were done.

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

a. *April 16 Meeting Minutes*– no changes

b. *DEIB Staff Pulse Survey*

Josh reminded the committee that the topic will be creating shared values for Applegrove activities and spaces. Kirsten suggested a drop-down list for staff to rank their top 5 with an option to add suggestions. Susanne suggested a question on what we want to influence/achieve with these values i.e. people's behaviours to each other or staff, values that represent Applegrove, how people treat Applegrove staff, property, image etc. Camille suggested including open ended questions to find out what that a prioritized value means to people and why its important. Camille and Kristen will review the survey questions before circulation.

c. *Staff-Board DEIB Learning Activity*

Susanne asked that members discuss ideas for an activity, preferably in-person. Two activities are proposed by the work plan, one of which is on Land Acknowledgements. Camille shared that she participated in an effective anti-Muslimism discrimination workshop and will try to find the contact. Brian suggested an activity on unconscious bias towards racialized communities or having a member of an Indigenous community come and discuss TRC Calls to Action. Susanne recalled a Tea Talk at the City's Indigenous Affairs Office that was informal and led to good conversation. Camille suggested the Indigenous Affairs Office might have workshop ideas. Susanne reflected on a Toronto Public Service training that she, Josh and Monica attended on fostering LGBT2QIAS+ awareness in the Toronto Public Service.

#### 3. April 16 MOI Committee Meeting Minutes - no changes

#### 4. Board Recruitment and AGM Planning

a. *Board Recruitment Update*

Members discussed applications submitted to date and fit with board recruitment priorities. One potential applicant withdrew and members suggested asking them to

consider joining a committee in future. Members reviewed and made recommendations for the candidate interview questions. Kristen suggested that the questions be enhanced to match the current priorities e.g. adding a question on fundraising experience. There was discussion on including both common questions and a few tailored questions to learn more about an individual as needed to fill gaps for decision-making and inform future board training. Kristen suggested pairing new with existing board members to attend their first event so they feel less intimidated and emphasizing the pros of participating in Applegrove activities. Brian suggested rephrasing the question on board roles and committees to seeing where a person's skills and interests lie. It was agreed that interviews should be informal and feel like a conversation, with the interviewer sharing their personal experience of the board. Camille will conduct interviews this week. Members will connect by email and meet again if needed to confirm nominations.

**b. *Boardshift***

Camille shared that when filtered properly Boardshift was great for locating applicants but not great for contacting them. No one responded until she followed up on LinkedIn, and some people didn't realize they were still in Boardshift and didn't receive the invitations. This feedback will be shared with Boardshift.

**c. *Draft Annual Report***

The Annual Report is almost ready. The audited financial statements arrived today and will be added. The report will be circulated when ready.

**d. *AGM Update***

Thirty people have registered so far. Susanne notified staff they would not be able to vote at the meeting due to changes to the not-for-profit corporation bylaws. Applegrove wants to hire a musician to play ambient music at the beginning of the event. Susanne is working on the detailed agenda.

## **5. Outreach**

**a. *Leslieville Farmer's Market***

Josh shared that youth and EarlyON staff attended their first outdoor market and ran a recycled bird feeder activity for families. The staff really enjoyed their experience and spoke to many people about Applegrove. Committee members shared that a few of them attended the market.

**b. *TCHC***

Josh recalled that two youth staff accompanied David, one of our local TCHC Community Service Coordinators, to several sites in our catchment to poster/flyer. Staff were surprised by the number of buildings in our area.

## **6. Events**

**a. *East End Music Fest***

Jake shared that the planning committee had its first meeting focused on discussing sponsorship and musician recruitment. A date was chosen, but there might be a conflict with another event. This will be decided at the next meeting.

## **7. Membership**

Susanne shared that an agreement is close to being finalized with Amelia. Applegrove needs to start thinking about its membership model and how to transfer data in to the new system. Susanne shared the current membership model and what other AOCCs currently do. The committee discussed the pros and cons of migrating the current membership list and having regular opt out period versus asking everyone who registers for programs, events or activities to become a member. It was decided to table the discussion and compile a list of language, tactics and approaches other AOCCs use around membership.

## **8. Programs**

### *a. Program Statistics*

Susanne presented the draft 2024 program participation statistics. She highlighted that the Prenatal stats have yet to be finalized and that the averages continue to be skewed from the pandemic. EarlyON and the other drop-in programs have not fully recovered after the pandemic whereas registered children's and seniors' programs quickly returned to or exceeded pre-pandemic levels. For the first time the Seniors program visits are higher than those of the EarlyONs.

Susanne shared that a proposal will come to the next board meeting for use of 2024 fundraised revenue to support the Seniors Program. Camille suggested creating an infographic comparing budget allocation to these stats for each program would be interesting.

## **9. Other Business**

No other business

## Next meetings

TBD

## APPLEGROVE COMMUNITY COMPLEX

### Strategy and Finance Committee Minutes

May 14, 2025 at 5:00 p.m.

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

Staff: Susanne Burkhardt (recorder), Monica Vela

#### 1. Welcome

Brian welcomed members, and noted that this was the last meeting of the current board term. He noted that the work of the committee was important and that much had been accomplished over the past year.

#### 2. April 16 Meeting Minutes

No changes required.

#### 3. Finance

##### *a. Year to Date Financial Report*

Monica presented the draft report. She noted that the admin budget is on track. Monica highlighted that underspending in salary and benefit costs across both admin and program reflects higher budgeted wages expected once bargaining is over and for which retroactive payment will be made dating back to January 1, 2025. Monica and Susanne noted that they are looking at ways to effectively integrated deferred funds from the previous fiscal year into program budget reporting, so that financial reports show the full picture available funds and spending. They will adjust the draft report to make it clearer for the upcoming board meeting.

##### *b. Draft 2025 Audited Financial Statements*

Susanne presented the draft Report to the Board from the auditor and highlighted the findings in the areas of focus. Jean noted that the lack of context for the modification for completeness of fundraising revenue makes it seem like an issue unique to Applegrove vs. being a common finding for charities. Monica shared that she spoke to the auditor about it who recommended to retain it because Applegrove plans to grow its fundraising revenue in future. Monica explained the section on uncorrected misstatements and confirmed that she had consulted with our City Budget Consultant about it. Susanne reviewed the management letter and members agreed with the commitments made. Members discussed payroll and EFT payment, and agreed to defer the issue to a later committee meeting.

Susanne presented a summary of the statement of operations from the 2024 audited financial statements and explained the drivers of the surplus for both the admin and program budgets. Monica presented the rest of the draft audited statements and answered member questions. Members felt that the audit was a clear representation of Applegrove's financial situation.

#### **4. Updates**

*a. Proposal for 2024 Deferred Fundraising Revenues*

Susanne sent a proposal to committee members earlier in the day regarding use of deferred 2024 fundraising revenue that had been deferred to 2025. She requested that members review the proposal and provide feedback, as she would like to request that the board approve the proposal at its next meeting.

*b. Draft Procurement and Payments Policy*

Susanne shared that the policy has been drafted and that she plans to review it with Monica to ensure alignment with Applegrove's current financial procedures.

*c. Fundraising Working Group*

The first meeting of this working group will be on June 3.

*d. Strategic Plan Draft Template for Quarterly Report*

Deferred

*e. Volunteer Program RFP*

Susanne reported that she is currently drafting this document.

#### **5. Other Business**

Susanne shared that the term deposits were re-invested/updated as per direction provided at the May 5 board meeting.



## **PROPOSAL TO ALLOCATE 2024 DEFERRED FUNDRAISING Income**

Submitted to: Applegrove Board of Management and Board of Directors

Date: May 26, 2025

Prepared by: Susanne Burkhardt (Executive Director), Josh Grainger (Program Director)

### **EXECUTIVE SUMMARY**

Applegrove Community Complex is committed to building a strong, inclusive, and connected community.

Applegrove deferred \$22,909 of its 2024 fundraising revenue to 2025. The reason for deferral was that the funds were earned late in the calendar year and were therefore unable to be spent appropriately within 2024. This proposal from staff recommends the allocation of \$18,755 of this deferred fundraising income to support five initiatives in 2025: 1) Seniors Program Expansion (\$9,400), 2) Holiday Toy Drive (\$1,100), 3) East End Music Fest Reinvestment in Sustainability (\$5,175), 4) Creation of a New Community Event (\$1,100), and 5) Strategic and DEIB Initiatives – Land Acknowledgement (\$2,000).

The proposed initiatives will strengthen our programming, address community needs, support staff, and uphold our organizational values. These investments are both timely and critical for maintaining momentum and impact as we plan for a sustainable future.

### **1. Seniors Program Expansion Proposed Allocation: \$9,400**

*Objectives:*

Reduce social isolation, enhance program accessibility, and relieve staffing pressure.

*Proposed Use of Funds:*

- Increase the Seniors Coordinator's hours by 5 hours/week (Sept–Dec)
- Hire a Program Worker (5–10 hours/week, Sept–Dec)
- Offer 4 cooking sessions with honoraria for local chefs and pay for our current instructor
- Charter 3 additional buses for trips
- Host 4 additional senior celebrations with food and supplies
- Provide subsidies for these seniors' activities to reduce financial barriers

*Rationale:*

These improvements respond to increased participation and feedback from seniors, supporting both program quality and staff capacity. Our current budget cannot support these expansions.

**Revenue**

Fundraising Allocation:	\$9,400
Fees:	\$8,960
<u>Subsidy:</u>	<u>-\$1,450</u>
Total Revenue:	\$16,910

**Expenses**

Salaries:	\$5,546
Benefits:	\$497
Food & Supplies:	\$3,400
Admission & Travel (trips)	\$7,050
<u>Honoraria</u>	<u>\$400</u>
Total Expenses:	\$16,893

**2. Holiday Toy Drive**

Proposed Allocation: \$1100

*Objectives:*

Enhance our community holiday event and support families in need.

*Proposed Use of Funds:*

- Pay for 2 staff to work the event
- Provide food and refreshments for attendees
- Purchase program supplies such as wrapping paper, tape, and tags

*Rationale:*

Last year's Toy Drive was a success and continues to grow, it requires dedicated funding. This modest investment allows us to scale and improve the experience for all participants.

**Expenses**

Salaries:	\$264
Benefits:	\$46
<u>Food &amp; Supplies:</u>	<u>\$790</u>
Total Expenses	\$1,000

**3. East End Music Fest – Reinvestment in Sustainability**

Proposed Allocation: \$5175

*Objective:*

Secure the long-term success of our signature community event.

*Proposed Use of Funds:*

- Performance fees for musicians
- Special Occasion Permit (SOP) fees
- Smart Serve certification for 5 staff/volunteers
- Honorarium for event photographer

*Rationale:*

With seed funding from Honest Impact Initiative not guaranteed, this reinvestment builds stability for future years and provides a base for a professionally run event that reflects Applegrove's community spirit.

**Expenses**

Training and Development:	\$225
Honoraria:	\$300
Permit Fees:	\$150
<u>Entertainment:</u>	<u>\$4,500</u>
Total Expenses	\$5,175

#### 4. Creation of a New Community Event

Proposed Allocation \$1,100

*Objectives:*

Launch a low-barrier, community-wide event that is easy to organize that increases social connection.

*Proposed Use of Funds:*

- Pay for 2 staff to plan and facilitate the event
- Provide a program supplies budget

*Rationale:*

Adding a new event provides an opportunity to pilot new engagement strategies and connect with a broader segment of our community. Flexibility in format ensures responsiveness to resident interests.

**Expenses**

Salaries:	\$284
Benefits:	\$21
Food & Supplies:	\$815
Total Expenses	\$1,000

#### 5. Strategic and DEIB Initiatives – Land Acknowledgement

Proposed Allocation \$2,000

*Objective:*

Advance Applegate's commitment to equity and reconciliation.

*Proposed Use of Funds:*

- Hire an Indigenous Elder or consultant to facilitate a workshop on creating a meaningful, authentic Land Acknowledgement unique to Applegate

*Rationale:*

This initiative supports our strategic plan and DEIB goals by ensuring our practices are grounded in understanding and respect. A guided process ensures depth, relevance, and authenticity.

**Expenses**

Purchased Services:	\$2,000
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## CONCLUSION

These five initiatives reflect a balanced and thoughtful allocation of deferred fundraising dollars. Each investment contributes to our mission and advances progress on our strategic plan, while addressing timely needs—whether by supporting vulnerable populations, sustaining beloved events, advancing reconciliation, or investing in staff capacity.

We respectfully request the Board's approval to proceed with the allocation of funds as outlined.

Seniors Program Expansion	\$9,400
Holiday Toy Drive	\$1,100
East End Music Fest	\$5,150
New Community Event	\$1,100
Strategic & DEIB Workshop	\$2,000
Total Request	\$18,775