



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Management Meeting - January 12, 2026

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Reflection
- D. Declaration of Conflicts of Interest
- E. Minutes of November 10 Board of Management Meeting (*attached*)

Motion needed to discuss the next item in camera.

- F. Management Vacation Carryover

Motion needed to return to the public meeting.

7:20

- G. Finance
 - G.1. Year-to-Date Financial Report (*attached*)
 - G.2. Admin Expense Approval
 - G.3. 2026 Program Budget (*briefing note sent separately*)
 - G.4. Grant submission authority and advance

7:45

- H. Personnel & Policy Committee (*Nov 19 minutes attached*)
 - H.1. East End Food Hub Space Use Policy (*sent separately*)

8:00

- I. Board
 - I.1. Board Learning Moment
 - I.2. Board Vacancy Recruitment

8:15

- J. Program Update (*attached*)
- K. Executive Directors Report
 - K.1. East End Music Fest Report (*sent separately*)
 - K.2. Strategic Plan 2025 Q4 Implementation Report (*sent separately*)
- L. Correspondence Received
 - L.1. Infrastructure and Environment Committee Item 25.1 - 10-Year Circular Economy Road Map (*sent separately*)

8:40

- M. Adjournment

**Minutes of the Board of Management Meeting
November 10, 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, Brian Wood, David Hoang, Jean Lim O’Brien, Juanita Morris, Kirstin Vanderpark, Pat Jordan, Tammy Rogers
Regrets: Sara Ehrhardt, Councillor Fletcher,
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela, Liliana Sanchez, Stephanie Ta

A. Call to Order/Adoption of Agenda

Tammy called the meeting to order. Quorum was met. The agenda was adopted as circulated.

B. Introductions

Introductions were done.

C. Indigenous Land Acknowledgment

Tammy presented the land acknowledgement. Kirsten provided a reflection on Indigenous Disability Awareness Month, highlighting the strengths-based perspectives within many Indigenous cultures and the importance of community-centred approaches to wellbeing. She emphasized the critical state of Indigenous language loss and the significance of Calls to Action 13–16 on language revitalization. Members discussed the role of Indigenous languages in making meaningful progress on other Calls to Action.

D. Declaration of Conflicts of Interest

No conflicts of interests declared.

E. Minutes of October 6 Board of Management Meeting

MOTION (Vanderpark/Wood)

To discuss the next item in camera, as it deals with confidential information.

Carried

F. Minutes of September 8 In-Camera Meeting

Susanne distributed the minutes.

MOTION (Hoang/Buchan)
To return to the public meeting.

Carried – Jordan abstained

MOTION (Morris/Hoang)
To approve the minutes of the October 6, 2025 Board of Management meeting.

Carried

MOTION (Buchan/Wood)
To accept the minutes of the September 8, 2025 In-Camera Board of Management meeting.

Carried with 1 abstention (Pat Jordan)

G. Child and Youth Programming Presentation

Liliana provided a presentation on the Afterschool (AS) program. In response to member questions, Liliana noted they children are grouped by age and in some cases friendships, that reading and homework time are part of the daily schedule and that cooking is a regular part of the program. Questions were raised on fee comparisons with the City's ARC program. Staff shared that our highest subsidized fees are comparable and discussed their understanding of differences in program content, capacity and registration processes.

H. Volunteer Program Project Presentation

Stephanie presented on the ongoing Volunteer Program Project. Members asked about the volunteer manual and tracking system and Susanne shared that tracking will begin in Excel with the intention to transition to a purpose-built system in the future. The potential for future integration with HR software was also raised. Questions about training materials highlighted that some program-specific resources exist but are not yet standardized. Discussion addressed the upcoming transition, as Stephanie's contract ends December 31 and City budget approval for a Volunteer Coordinator is not expected until February. Stephanie expressed confidence in the thoroughness of Phase One and in the clarity of materials for whoever assumes the role next.

I. Finance

I.1. Year to Date Financial Report

Monica presented the report. In response to questions about union bargaining, Susanne confirmed it is expected to conclude within the fiscal year and if not an accrual will be required. Susanne highlighted that the current admin surplus is primarily due to unspent TDSB permit revenues and purchased services. Jean inquired about the impact of

current liabilities on cash flow and Monica clarified that cash will decrease when those payments are made, noting that payments typically lag by one month.

1.2. 2026 Program Budget

Susanne presented the draft budget briefing note and responded to questions regarding Food Hub operations, programming and space use. Inquiries about the summer camp surplus were addressed by explaining that 2025 results reflect additional Canada Summer Jobs funding and waived permit fees during relocation. Juanita asked about fundraising plan costs and Susanne shared that these are not yet known but may relate to staff support, mailing campaigns and fundraising events. Brian W. asked why Food Hub revenues and expenses net out; Susanne explained that the budget is based on known available funding. In response to questions about capital investments Susanne confirmed that Food Hub assets and some related expenses are shared among partners and that major capital investments are handled by the church. There is a system in place for asset documentation and management. The budget will be finalized and reviewed by the Strategy and Finance Committee, after which a final report will be circulated to the board for email approval, then ratified at January's Board Meeting.

1.3. Procurement and Payments Policy and Procedure

Brian and Susanne presented the policy, which is required by the City-AOCC Relationship Agreement. Susanne highlighted that while thresholds differ the policy aligns with City principles and outlines required approaches at various purchasing levels. She explained challenges in obtaining timely Board approvals for urgent items such as payroll and described the new provision allowing the Program Director to serve as a last resort signing authority for program payroll. The policy sets clear purchasing limits. It also consolidates related finance procedures such as staff advance and gift card processes, and clarifies expenditure approvals, direct deposits, and signing authorities. Brian emphasized that payroll is already a management function and that auditors had identified gaps in purchasing oversight. He underscored the importance of incorporating social procurement considerations into RFP scoring matrices.

MOTION (Lim O'Brien/Vanderpark)

To accept the year to date financial report.

Carried

MOTION (Vanderpark/Buchan)

To approve the Procurement and Payments Policy and Procedure

Carried

J. Personnel & Policy Committee Report

Tammy reported on the October 27 meeting, noting completed hiring for the Project Coordinator, After-School, and Youth Leadership positions. She highlighted that management vacation bank totals continue to decrease annually. The Board training plan is progressing, with Further Together being explored as a potential training opportunity. The policy work plan remains on track.

MOTION (Buchan/Hoang)
*To accept the Personnel & Policy Committee Report
Carried*

K. Board Learning Moment

Juanita presented on the topic of charitable tax receipting in response to questions stemming from the East End Music Festival. She clarified that charitable receipts cannot be issued when something of value is received in return, as donations must be freely given. She reviewed the rules governing charitable tax receipts and discussed the concept of a “cheque exchange” when services are involved.

L. Program Update

Participation remained steady across programs through October, with EarlyON advancing 2026 budget planning, welcoming a student placement, and seeing a staff member return. Afterschool experienced some departures to the ARC program, onboarded new volunteers, completed staff evaluations and held a Halloween event, while Youth programs maintained consistent attendance and were supported by a nursing placement student. Older Adult programs delivered successful trips and events, continued preparations for the Seniors Active Living Fair and navigated accessibility challenges due to the school elevator break-down. At the Food Hub significant facility upgrades and shared-space planning continued, alongside progress in communications, branding and partner committee work. Program partnerships expanded, including LGBTQ2S+ BIPOC senior workshops with FoodShare, Gentle Fitness, Nourish holiday initiatives and winter relocation of the Leslieville Market. Rental interest continues to grow and space use policy updates are nearing completion.

M. Executive Directors Report

December socials are planned for Applegrove and the Food Hub. A negative Google review from a participant has been removed and no longer requires response. Two Afterschool parents have expressed interest in joining the Board. The City staff report on expanding AOCCs has gone through the committee level and will proceed to City Council. An Annual Report on participation data was submitted to Social Development and will contribute to the citywide AOCC snapshot.

Kristin asked whether AOCC expansion could increase competition for grants and Susanne felt that the impact is not clear. David inquired about the number of centres proposed. Susanne did not know but shared that a focus is on priority neighbourhoods. Jean emphasized the importance of not relying on grants in the current funding climate.

M.1. Strategic Plan Implementation Report for Q3 2025

Susanne presented the report. Jean asked about the percentage of catchment vs. non-catchment participants. Susanne did not have exact numbers but reported that past reviews show that a strong majority of participants are in or around the catchment with higher non-catchment participation in Camp and Seniors programs. Jean inquired about Sage software hosting and Monica clarified it is server-based vs cloud-hosted.

N. Correspondence Received

None.

MOTION (Vanderpark/Wood)
To accept the Program Update.
Carried

MOTION (Buchan/Lim O'Brien)
To approve the accept the Executive Director's Report
Carried

MOTION (Vanderpark/Hoang)
to accept the 2025 Q3 Strategic Plan
Implementation Report
Carried

O. Adjournment

The meeting was adjourned on a motion by Kristin Vanderpark, seconded by Brian Buchan.

Chair

Secretary

FINANCIAL VARIANCE REPORT

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

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2025	\$798,066
YTD budget gross revenue	\$731,561
YTD actual gross revenue	\$732,223 a favourable variance of \$662

The favourable variance is \$662 in bank interest.

EXPENSES

Total budget expenses for 2025	\$798,066
YTD budget gross expense	\$733,834
YTD actual gross expense	\$671,530 a favourable variance of \$62,304

The positive favourable variance reflects:

- Underspending in salary and benefits:
 - for union staff, due to timing of bargaining (retroactive payments to be made within upcoming 2 pay periods)
 - due to Program Director salary differential (funds being applied to short-term Projects Coordinator who started October 14)
 - staffing and benefit cost changes due to extended absence of Evening Office Coordinator
- Underspending, primarily in office supplies, equipment and postage – being utilized in December
- Contracted services and License permits are underspent by \$10K each – contracted services expenditures are underway and will be utilized in December. Limited spending is expected in the licenses budget line, where TDSB permit fee underspending is due to summer relocation.

Applegrove Community Complex
Statement of Operations
as of November 2025

	Admin		Variance		
	Actual	Budget	\$	%	
EXPENSES					
Salary	347,010	380,580	-33,569	-10%	Staffing changes and impact of employee leave
Benefits	128,067	135,765	-7,698	-6%	Same as above
Materials & Supplies	3,141	3,744	-602	-19%	Timing
Furniture & Equipment	8,256	8,722	-466	-6%	
Purchased Services	185,055	205,024	-19,969	-11%	Timing and reduced TDSB permit fees
Total	671,530	733,834	-62,304	-9%	
INCOME					
Government Funding					
City of Toronto	731,560	731,561	-0		
Total Government	731,560	731,561			
Others					
Misc.	662	0	-662		Bank interest on account
Total Others	662	0			
TOTAL INCOME	732,223	731,561	-662		
SURPLUS(DEFICIT)	60,693	(2,274)	-62,967	-104%	

Program Forecast

REVENUE

Total forecast revenue for 2025	\$1,051,829
YTD forecast gross revenue	\$989,296
YTD actual gross revenue	\$997,985 an favourable variance of \$8,689

The favourable \$8,689 variance reflects timing.

EXPENSES

Total forecast expenses for 2025	\$933,612
YTD forecast gross expense	\$858,955
YTD actual gross expense	\$855,802 favourable variance of \$3,152

The positive \$3,152 expense variance primarily reflects timing:

- The salaries and benefits account balance out, between overspending on salaries and underspending on benefits as forecasted.
- The materials and supplies variance are due to a classification issue. The Food Hub deferred amount was charged to this account, but had been originally forecasted under purchased services. The purchased services forecast was therefore not met, resulting in a variance going into year-end.

Applegrove Community Complex
Statement of Operations
as of November 2025

	Actual	Forecast	Variance \$	%	
EXPENSES					
Salary	494,272	489,713	4,560	1%	Part due to projected increase after union negotiations and
Benefits	87,058	96,699	-9,641	-11%	reduced benefits expenditures due to staff changes
Materials & Supplies	119,040	108,304	10,737	9%	Classification issue between actual account numbrers and grouping in the reports
Furniture & Equipment	6,776	7,665	-889	-13%	
Purchased Services	148,656	156,575	-7,919	-5%	Forecasted amounts not used and year-end will still be a diference
Total	855,802	858,955	-3,152	-0	
INCOME					
Government Funding					
City of Toronto	328,691	318,718	9,973	3%	Previously Partnership deferred funds \$10K
Province of Ontario	70,087	72,490	-2,403	-3%	
Federal Government	69,100	65,629	3,472	5%	
Total Government	467,879	456,837	11,042	2%	
Non-Government Funding					
Charitable Organizations	1,856	1,641	216	12%	
Foundations/Corporations	500	4,850	-4,350	-870%	
Total Non-Government	2,356	6,491	-4,134	-175%	
Donations/Fundraising					
Charitable Donations-Individual	38,670	31,245	7,426	19%	Previously deferred
Charitable Donations-Business	3,500	3,500	0	0%	
Fundraising	13,462	13,333	128	1%	
Total Donations/fundraising	55,632	48,078	7,554	14%	
Others					
User Fees	446,925	447,220	-294	0%	
Misc.	25,193	30,671	-5,478	-22%	Permits recovery from Admin SC and MB and EEMF
Total Others	472,118	477,890	-5,772	-1%	
TOTAL INCOME	997,985	989,296	8,689	1%	
SURPLUS(DEFICIT)	142,183	130,341	11,842	8%	

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION
November 30, 2025

	2025	2024
CURRENT ASSETS		
Cash	607,195	555,749
Short-term investments	209,499	91,695
Due from the City of Toronto - vacations payable	17,913	21,677
Due from the City of Toronto - deficits	-298	18,852
Accounts Receivable	14,015	15,177
Prepaid Expenses	55,770	17,648
	904,094	720,798
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	1,614
Accum. Amort. Seniors	-404	0
Equipment - Food Hub	6,547	6,547
Accum. Amort. Food Hub	-1,038	0
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-1,128	-607
Tangible Capital Assets	20,576	33,267
Long-term Receivable - City of Toronto	175,538	186,704
	1,100,208	940,769

LIABILITIES, NET ASSETS AND RESERVES

Current Liabilities

Due to the City	30,204	-
Accounts payable and accrued liabilities	190,717	147,573
Deferred revenues	48,196	4,850
	269,117	152,423

POST-EMPLOYMENT BENEFITS PAYABLE

	175,538	186,704
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Deferred Capital Contributions

Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leashold 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)
	<u>13,592</u>	<u>23,110</u>
	458,248	362,238
Net Assets		
Program funds	-	(19,889)
Parent/Child Drop-in	-	13,986
Afterschool	182,527	114,922
Teen program	-	733
Seniors programs	-	(55)
Summer programs	34,241	45,639
The Applegrove Connection	-	(11,791)
HOBG	-	4,657
Food Hub	-	4,620
Core Etransfer Account	7,663	7,663
Agency level funds	69,653	55,141
Program current period un-distributed	142,183	175,185
Admin current period	60,693	42,720
	<u>496,960</u>	<u>433,531</u>
	955,208	795,769
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>1,100,208</u>	<u>940,769</u>

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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“COMMUNITY AT ITS CORE”

Personnel and Policy Committee Meeting Minutes

November 19, 2025 – 4:30 pm

Present: Tammy Rogers (Chair), Kirsten Vanderpark
Regrets: Sara Ehrhardt
Staff: Susanne Burkhardt (recorder)

1. Welcome

Tammy welcomed the committee.

2. October 27 Meeting Minutes

No changes needed.

3. Staffing

a) Staffing Updates

Susanne provided staffing updates.

b) Hiring Reports

Members reviewed the Projects Coordinator hiring report and had no questions.

c) Management Vacation Status Review

Susanne reported that all management employees remain on track to carry over vacation at levels that are allowed by City policy. She reminded members that Board approval will be required for her vacation carryover. This can be done electronically and/or at the January board meeting.

d) Quarterly Executive Director Performance Discussion

The 2025 ED performance plan report was reviewed. Committee members discussed progress and current challenges with Susanne.

4. Board

a) Board Skills and Diversity Assessment Survey

Members reviewed the survey and had no recommended changes to the questions. It was suggested to add a section to gather data to inform board functioning as this survey is done halfway through the board service year. For example, questions on the TRC reflection, board learning moment and suggestions could be included. Susanne will update the survey and circulate it to the committee for review.

Members wondered about ways to get and maintain this information without requiring every board member to take the full survey every year. Susanne noted that not having a software solution able to merge data from multiple years and request updates only as needed is a constraint. The committee will continue to consider this and will proceed with the survey for this year.

5. Policy

a) Final Draft Food Hub Space Use Policy

Susanne presented the final changes made to the policy. These included fine tuning language, a section on the right to cancel, amend, or move space use bookings, and requiring a Host Liquor Liability endorsement to insurance requirements for bookings with alcohol. Members suggested ensuring that bookings for special events could be made well in advance, noted an inconsistency in the Sanctuary fee rate and asked that the policy clarify define a 'week' i.e. 5 or 7 days. Susanne will make the requested changes prior to sharing it with the board.

b) Draft Food Handling Policy

Susanne reported that a preliminary draft of this policy is in place but that it is not yet complete enough for committee review. She will circulate it to members once it is ready.

6. Other Business

a) Board Candidates

Susanne shared that three people have expressed interest to join the board, and that the Membership, Outreach and Inclusion Committee will discuss and recommend a process to the board for screening and selecting an individual to fill the current in the board vacancy.

b) Pay Equity Process update

Susanne reported that that City staff provided an update on the steps and timelines of this process at the last AOCC ED meeting.

c) December 10 meeting

Members determined that there will not be a meeting in December as there are no pressing issues before the committee.

Program Update – November & December 2025

Prenatal Program

- Combined Prenatal holiday party with the EarlyON Santa Visit, resulting in a better turn out than previous in-person sessions. Could be a formula to try for future in-person sessions and a nice way to bridge the programs.

EarlyON Programs

- Large one-time-grant received late December which, in the new year, will allow us to:
 - Pilot a Saturday gross-motor program at the Food Hub.
 - Support the successful yoga programs.
 - Update the Archive Room furniture and equipment for better workshop and advisory meeting capabilities.
- Hosted two International Students from Central Eglinton's bridging program for a week-long placement.
- One employee has resigned from her position effective December 31.

Afterschool

- 3 new children are joining the program in January.
- The Seeds (youngest group) held a holiday fundraiser, raising ~\$500 for the program.
- Holiday event was held with Pizza and activities for the children.

Youth Programs

- Youth attended the Distillery Winter Village holiday market for an outing.
- Second session begins January 13th with a focus on entrepreneurship and business fundamentals.
- Attendance held steady throughout first session.

Older Adults

- Successful holiday event was held at SH Armstrong with a visit from Santa (Jake) and a performance by our new volunteer Ukulele Instructor.
- New Ukulele Club program is registering for January start.
- Seniors Active Living Fair was held on November 14 and was very successful. 130 seniors visited. 25 exhibitors and 11 volunteers supported the event.
- Trips were offered in November and December and continue to fill up.
- Received notice of approval for \$25,000 for the Community Impact Grant from Ecclesiastical to support food programming and trips for the seniors via the Food Champions Program.

FOOD HUB UPDATE

Facility

Facility improvements are ongoing and linked to a collaborative space visioning process.

- The basement space is really coming together – it is increasingly functional and looks great.
- Key improvements in December were related to cold storage, which is essential given the amount of food coming in and out of the food hub on a regular basis. We purchased a new fridge that will facilitate regular donations from the Leslieville Market to Nourish and support our programming. Nourish has also purchased a new freezer.
- In addition, we supported East End United in submitting a successful grant to the Western Communities Foundation for \$5,000 to buy 2 more fridges. One will replace an old fridge that is energy inefficient and loud (makes programming challenging).

Sanctuary Venue

- Now that the pews are out, we have purchased some round tables and tablecloths to support use of the space as a venue. The church will be purchasing chairs.
- A logo and tagline for the Sanctuary as a community / event venue is being finalized.

Governance

- In 2026 the Operations Committees is switching from bi-weekly to monthly meetings.
- The new Programming Committee terms of reference have been drafted and are being reviewed by partners.
- Quarterly Governance Committee Meeting scheduled for late December was postponed to late January. It makes more sense to meet after the new lease has been finalized and the terms of reference for both committees are drafted.

Programming Highlights

- The monthly LGBTQ2S+ BIPOC Senior Cooking + Gardening workshop program in partnership with Foodshare began in October and will run through to June.
- As of November and by participant request, our weekly Gentle Fitness class moved back to the Narthex at the Food Hub
- The Leslieville Market was happening on Sundays from November 2 – December 21 and is now on hiatus until early March.
- December saw hundreds of people attending numerous community events, including a record-breaking Nourish holiday dinner, our Toy Drive event, a local music school's holiday concert and the Leslieville Market's holiday market event.
- Our Food Champions Program, where seniors prepare meal kits for community distribution as very active in December, and the \$25,000 grant from Ecclesiastical Insurance will further grow this program in 2026.
- Monthly East End Food Hub newsletter to launch in January.



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Board of Directors Meeting

January 12, 2026

AGENDA

8:40

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of November 10, 2025 Board of Directors Meeting (*attached*)
4. Homologation of January 12, 2025 Board of Management resolutions

8:45

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Nov 26 minutes attached*)
 - 5.2. Strategy & Finance Committee Report (*Dec 2 minutes attached*)

8:55

6. Directors' Concerns

9:00

7. Adjournment

Next Meetings and Events

Feb 9	Board Meeting (in person)
Mar 9	Board Meeting (virtual)
Apr 13	Board Meeting (in-person)
May 11	Board Meeting (virtual)
Jun 10	AGM (in person)



**Minutes of the Board of Directors
Meeting November 10, 2025**

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

Present: Brian Buchan, Brian Wood, David Hoang, Jean Lim O'Brien, Juanita Morris, Kirstin Vanderpark, Pat Jordan, Tammy Rogers
Regrets: Sara Ehrhardt, Councillor Fletcher,
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela

1. Call to Order/Adoption of Agenda

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

2. Declaration of Conflicts of Interest

No conflicts of interests declared.

3. Minutes of October 6, 2025 Board of Directors Meeting

MOTION (Morris/Hoang)

*To accept the minutes of the October 6, 2025 Board of Directors meeting.
Carried*

4. Homologation of Board of Management Resolutions

MOTION (Vanderpark/Lim O'Brien)

To homologate the resolutions made by the Board of Management at its November 10, 2025 meeting as presented:

- *To approve the minutes of the October 6 Board of Management Meeting.*
- *To accept the minutes of the September 8 In-Camera Board of Management Meeting.*
- *To accept the year to date financial report.*
- *To approve the Procurement and Payments Policy and Procedure.*
- *To accept the Personnel & Policy Committee Report*
- *To accept the Program Update.*
- *To accept the Executive Director's Report.*
- *To accept the 2025 Q3 Strategic Plan Implementation Report*

5. Standing Committees

5.1. *Membership, Outreach & Inclusion Committee Report*

Brian W. reported that the committee is reviewing the draft DEIB Policy and proposed updates. Stephanie presented the new volunteer hub project and Josh provided updates on advisory work, the Thriving Together initiative, and upcoming events. No questions were raised.

5.2. *Strategy & Finance Committee Report*

Brian reported that the year to date review, budget, and procurement policy have been completed, and the Strategic Plan is progressing well. Fundraising initiatives are underway, with Stephanie making strong progress on the volunteer program. David requested to be included in the fundraising group.

MOTION (Lim O'Brien/Vanderpark)

To accept the Membership, Outreach & Inclusion Committee Report.

Carried

MOTION (Vanderpark/Hoang)

To accept the Strategy & Finance Committee Report.

Carried

6. Directors' Concerns

None.

7. Adjournment

The meeting was adjourned on a motion by Brian Buchan, seconded by David Hoang.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee – Meeting Minutes

November 26, 2025 at 7:00 p.m.

Present: Brian Wood, David Hoang, Juanita Morris, Susanne Burkhardt (staff), Josh Grainger (staff),

Regrets: Pierre Bois, Shernel Monlouis (DEIB Committee - staff)

1. Welcome and Introductions

Introductions were made.

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

a. October 22 Meeting Notes

No changes.

b. Draft DEIB Policy Discussion

Susanne presented the updates and members suggested further refinements. David recommended incorporating references to lived experience in the policy statement. Members discussed whether Applegrove policies should reference City policies and considered how the policy could ensure people feel safe expressing diverse identities. There was agreement with added language on proactively promoting a welcoming environment. Juanita asked if this responsibility should extend beyond management. It was agreed that while it is a shared responsibility across the agency, management plays a key role. Members reviewed the updated space use language and anti-bias training requirements. Susanne and Josh will review the final draft with the staff committee members after which it will go to the Personnel & Policy Committee for review.

c. Core DEIB Training Module for Board

Members discussed the options identified by staff: Charity Village, McMaster University, Non-Profit Ready, Power to Fly and Open World Learning. Cost, time and certificates were discussed as factors to consider to support sustainability and accountability. Members felt it would be helpful to accompany learning with opportunities to make meaning of what was learned e.g. a post-training session with the DEIB committee. David and Brian will review some options prior to the next meeting: Non-Profit Ready and Open World Learning (David), Power to Fly (Brian).

d. 2026 DEIB Work Plan Development

The committee discussed development of the 2026 DEIB Work Plan, noting that last year's approach was effective with a small working group of management, staff and board representation used multiple inputs to create a draft plan. Brian will participate and David will provide feedback during the review stage.

3. October 22 MOI Committee Meeting Notes

No changes.

4. Board

a. Vacancy

The committee discussed the vacancy, Susanne reported that there were three interested individuals and that there is no process documented for filling vacancies. Generally candidates contact the Executive Director and are offered the option to speak with a board member, which can be via an interview. It was agreed that a nomination form is required to confirm eligibility. Members discussed the Board's identified priority of recruiting a program participant and agreed on the importance of keeping interested individuals engaged through other opportunities if not selected. Susanne will request nomination forms and resumes for distribution to the committee. Members will aim to bring a recommendation to the January 12 Board meeting, February at the latest.

5. Programs

a. Participant Engagement Updates

Josh and Susanne met around this and Josh is currently reviewing program evaluations and will send them out for the last few weeks of December. The draft Program Evaluation Framework will be finalized in the new year.

6. Events

a. Reports

i. East End Music Fest (Oct 25)

Susanne reported that the event brought in less revenue than its first year, in part due to the impact of competing events and broader economic factors that affected auction and donation activity. The silent auction was less successful. The planning committee has debriefed and identified learnings. An event report will be provided to the committee shortly.

ii. Seniors Active Living Fair (Nov 14)

Josh shared that the event was successful. It drew more than 120 seniors, featured 30 exhibitors and was supported by 15 volunteers.

iii. Nourish Community Dinner (Nov 24)

Juanita reported strong attendance of approximately 120 participants. The event showcased the new space effectively and she noted it was a positive experience for community engagement.

iv. Upcoming events

Susanne and Josh provided highlights on the East End Food Hub Social (Dec 4), Board-Staff Social (Dec 9) and Toy Drive (Dec 13).

7. Other Business

David reflected on the concept of belonging at Applegrove, noting that there is meaningful and magical work happening in the organization. He expressed interest in exploring ways to document and celebrate this in a sustainable and impactful manner.

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Minutes

December 2, 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. He thanked the committee for its work over the year and noted that a lot was accomplished.

2. October 22 Meeting Minutes

No changes required.

3. Finance

a. Year to Date Financial Report

Monica presented the draft report. She shared that Finance is working to calculate all retroactive payments based on the collective agreement that was approved by City Council in late November. These will be paid out in the next pay period. Jean asked for confirmation that this means that 2025 costs associated with the collective agreement would be paid out by year end and Monica confirmed that they would be. Brian asked if there was enough Admin funding to cover the costs to that budget and Susanne confirmed there was.

b. 2026 Program Budget

Susanne presented the briefing note. Members noted that the totals in some columns did not match and Susanne identified that they had not been updated correctly. She will send a corrected briefing note to members for final review. Members discussed changing the hours for the Seniors Program Worker due to high program demand and recognized that this would reduce the projected surplus. It was noted that indications suggest that additional funds could be available in 2026 e.g. deferred 2025 fundraised revenue and extension of the youth program grant.

c. Audit Update

Susanne reported that the auditors have confirmed that audit fieldwork will take place in the last week of February. This is earlier than it was last year.

d. Procurement Policy Implementation Update

Susanne shared that Monica is in the process of registering Josh as an administrator with limited access at Alterna and to the EFT Global payments portal. Once this is completed all signing officers will receive instructions on how to log in to approve EFT payments go-forward. Susanne also noted that she plans to develop a user-friendly overview of aspects of the policy relevant for staff who do purchasing.

4. Planning

a. Strategic Plan Reporting

Susanne plans to prepare a 2025 strategic plan implementation report that will report on progress in relation to the KPIs identified in the reporting framework and include more narrative. This report will come to the board in early 2026.

b. Fundraising Working Group

Brian shared that the timelines were ambitious and that a draft fundraising plan will be ready in late January for committee and board review.

5. Risk Management

a. Cybersecurity Update

Susanne shared that Applegrove fully completed all staff training requirements and performed perfectly on the City's phishing campaign. She noted that in order to fully complete the City's requirements a Business Continuity Plan and Disaster Recovery plan need to be completed and finalized. She and Jakub plan to do this in January.

Jean asked if measures were in place to restrict or guide personal use of Applegrove devices. Susanne noted that this is addressed through the City's Acceptable Use of Information Technology Assets policy, in the Staff Code of Conduct and that the City also restricts access to certain websites on its IT assets.

b. Enterprise Risk Management 2026 Timelines

The Committee determined that the current list of categorized and rated risks will undergo its annual review at its meeting in February once the board has reviewed the Q4 risk report. Brian plans to work with this on Susanne. This task will be added to the committee work plan.

6. Other Business

a. 2026 Agreement with Neighbourhood Food Project

Susanne reminded members that this agreement is generally signed after the City Budget has been approved in late February. She noted that in past years Applegrove has provided the Neighbourhood Food Project with an advance prior to that time, which has generally been covered by other revenues in the Food Hub account.

b. Food Hub Lease

Susanne shared that she requested an update on this and was informed that negotiations for lease renewal are underway and expected to be completed by end of year.

c. Next Meeting

Members determined that the committee did not need to meet on December 17, as the only outstanding item is the Program Budget, to be finalized and shared with the board for approval by email.