applegrove
community at its core

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

Board of Management Meeting – April 13, 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 March 9, 2026 Board of Management Meeting *(attached)*

7:10

- F. Finance
  - F.1. Year to Date Financial Report (attached)
  - F.2. Proposed Financial Reporting Cycle
  - F.3. Audit Update

7:25

- G. Personnel & Policy Committee (*Mar 17 minutes attached*)
- H. Policy
  - H.1. Diversity Equity, Inclusion and Belonging Policy *(sent separately)*

7:40

- I. Board
  - I.1. 2026 Board Recruitment

7:45

Motion needed to discuss the next item in camera.

- J. Management Performance Evaluation Report
- K. Applegrove Relocation

Motion needed to return to the public meeting.

8:15

- L. Program Update (*attached*)
- M. Executive Directors Report
- N. Correspondence Received
  - N.1. Carbon Budget 2027

8:30

- O. Adjournment

Minutes of the Board of Management Meeting
March 9, 2026 – Virtual

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, Councillor Fletcher, David Hoang, Emily Cho, Jean Lim O'Brien, Juanita Morris, Kirstin Vanderpark, Pat Jordan, Sara Erhardt, Tammy Rogers
Staff:	Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela,
Guests:	Catherine LeBlanc-Miller (Councillor's member of staff), Pierre Bois (committee member), Andre Riolo (committee member)

A. Call to Order/Adoption of Agenda

Tammy called the meeting to order. Quorum was met. It was noted there would be no Board Learning Moment and the agenda was adopted as amedned.

B. Introductions

Guests Pierre Bois, Andre Riolo, and Catherine LeBlanc-Miller were introduced.

C. Indigenous Land Acknowledgment

A board member shared information on possible opportunities for Applegrove to support Indigenous students through education and employment pathways. The discussion centered on Call to Action 10, on improving educational outcomes and supporting successful transitions for Indigenous youth. Opportunities incude summer skills and work experience programs, year-round employment and skills development initiatives, and partnerships with others funded to do this work. Considerations include readiness to properly support Indigenous students at Applegrove. A question was raised on opportunities to strengthen partnerships with organizations already connected to Applegrove. Staff shared information on existing relationships with Indigenous groups.

D. Declaration of Conflicts of Interest

No conflicts of interests declared.

E. Minutes of February 9 Board of Management Meeting

MOTION *(Morris/ Buchan)*
To approve the minutes of the February 9, 2026 Board of Management meeting.
Carried

F. Financial

F.1. Preliminary Year End Financial Report

The new reporting format was reviewed with clarification that grant deferrals are not yet reflected. The updated coding structure consolidates thousands of general ledger accounts into a more streamlined set will significantly our ability to track funding sources and produce clearer reports for internal use and external reporting.

Staff confirmed that the new format is customizable. The board asked how much historical financial data would be converted into the new system. This has not yet been confirmed. The Strategy and Finance Committee will review and make advise on the new reporting templates. Preliminary figures indicate a surplus in both budgets for January.

F.2. Audit Update

Monica shared that the last outstanding item is the February bank statement, still pending from the bank. Susanne has followed up with the audit manager to confirm timelines, who shared that the audit is on track with no issues identified to date.

F.3. Fundraising – East End Music Fest

Andre and Pierre presented on the East End Music Fest, emphasizing the need for board engagement and noting that the event aligns with current board recruitment priorities and the fundraising framework being developed. They shared opportunities for board involvement and will provide materials to help approach sponsors.

G. Personnel & Policy Committee

The Committee reviewed the board skills survey and identified community engagement as the key priority, noting financial expertise and DEIB-related competencies also.

H. Policy

H.1. Annual Finance Policy Review

i. Credit Card Use Policy

Minor revisions were recommended to clarify the definition of 'Board', reference the procurement policy and confirm documentation required for reimbursement.

ii. Program Reserves Policy

Current policy is to maintain two to three months of operating funds and rising employee-related costs should be factored into future planning. Current reserve levels fall short of this target. The board will further discuss reserve funds after the audit is completed.

MOTION *(Jordan/Cho)*
To accept the Personnel & Policy Committee Report.
Carried

MOTION *(Vanderpark/Lim O'Brien)*
To approve the proposed amendments to the Credit Card Use Policy.
Carried

MOTION *(Vanderpark/Lim O'Brien)*
To approve the proposed amendments to the Program Reserves Policy.
Carried

I. Board

I.1. 2026 Board Recruitment

The board received an update on the 2026 recruitment process, including current vacancies and catchment requirements. The BoardShift platform will not be used due to last year's experience. It was confirmed that recruitment would launch the following day. The draft poster was circulated for final review, with suggestions to refine language on time commitment. The board considered how to reference support for the organization's fundraising efforts without implying a requirement for a fundraising-specific board, agreeing that any wording should be approached carefully.

I.2. Board Learning Moment

No Board Learning Moment was shared.

MOTION *(Vanderpark/Morris)*
To discuss the next item in camera, as it deals with confidential information.
Carried

J. Applegrove Relocation

MOTION *(Lim O'Brien/Cho)*
To return to the public meeting.
Carried

K. 2025 Participant Statistics

The board received a presentation on 2025 participation statistics. Volunteer umbers ibcreased but hours were lower due to fewer placement students. Event participation, and overall engagement rose significantly, in part due to the East End Music Fest and Food Hub. Seniors partcipation remians high, reflecting steady demand in that area.

L. Program Updates

L.1. Program Update

The update highlights the strong performance of current initiatives, including the successful launch of the new EarlyON Saturday program. An upcoming senior-led high tea fundraiser reflects growing interest among seniors in contributing to fundraising efforts.

L.2. Food Hub Update

The board received an update on Food Hub operations. The new joint Food Hub Programming Committee brings together core partners to coordinate programming, address shared-use challenges, and support collaborative planning. Increased staff hours for site coordination will also support these goals.

M. Executive Directors Report

Susanne shared that Applegrove will participate in a school-based gardening initiative with AlterEden, an Indigenous organization working with the TDSB. Hiring is underway for the Office Coordinator position and a job description was drafted for the volunteer coordinator position. Space planning is underway to accommodate these new staff. Susanne shared that the 2026 cost-of-living adjustment for non-union staff is 1%. As the new procurement policy is now in place, informal quotations have been received for two large purchases, a board table and rug for the Archive Room.

N. Correspondence Received

No correspondence of note received**.**

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

MOTION *(Lim O'Brien/ Buchan)*
To accept the Food Hub Update.
Carried

MOTION *(Hoang/ Buchan)*
To approve the accept the Executive Director's Report
Carried

O. Adjournment

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

______________________	______________________
Chair	Secretary

APPLEGROVE COMMUNITY COMPLEX

Statement of Financial Position

For the period ending February 28, 2026

	YTD		Variance	
	2026	2025	Value	Percentage
Assets				
Cash	722,103.82	683,039.95	39,063.87	5.72%
Short Term Investments	213,933.84	96,604.18	117,329.66	121.45%
Due from the City of Toronto - vacations payable	21,123.52	17,912.64	3,210.88	17.93%
Due from the City of Toronto - deficits	(297.93)	18,852.07	(19,150.00)	(101.58%)
Accounts Receivable	68,123.19	(218.40)	68,341.59	(31291.94%)
Prepaid Expenses	(1,417.80)	13,918.55	(15,336.35)	(110.19%)
Current Assets	1,023,568.64	830,108.99	193,459.65	23.31%
Leasehold improvements - Admin	40,002.00	40,002.00	0.00	0.00%
Accum. Amort. Leashold improvements	(40,002.00)	(32,001.60)	(8,000.40)	25.00%
Computers	1,614.18	1,614.18	0.00	0.00%
Furniture & Furnishings	26,021.63	23,300.54	2,721.09	11.68%
Accumulated Amotization	(16,926.71)	(12,338.91)	(4,587.80)	37.18%
Tangible Capital Assets	10,709.10	20,576.21	(9,867.11)	(47.95%)
Other Assets	161,244.00	175,538.00	(14,294.00)	(8.14%)
Total Assets	**1,195,521.74**	**1,026,223.20**	**169,298.54**	**16.50%**
Liabilities				
Due to the City	74,159.58	30,204.00	43,955.58	145.53%
Accounts Payable and accrued liabilities	175,072.25	133,166.21	41,906.04	31.47%
Deferred revenues	0.00	1,515.00	(1,515.00)	(100.00%)
City of Toronto working capital advance payable	0.00	0.00	0.00	0.00%
Total Current Liabilities	249,231.83	164,885.21	84,346.62	51.15%
Post-Employment Benefits Payable	161,244.00	175,538.00	(14,294.00)	(8.14%)
Deferred Capital Contributions	49,646.45	47,345.95	2,300.50	4.86%
Amortization of Deferred Capital Contributions	(44,091.39)	(33,753.73)	(10,337.66)	30.63%
Total Long Term Liabilities	166,799.06	189,130.22	(22,331.16)	(11.81%)
Net Assets				
Programs	82,334.33	7,663.17	74,671.16	974.42%
Core eTransfer Account	0.00	0.00	0.00	0.00%
Unrestricted program funds	286,421.31	286,421.31	0.00	0.00%
Total Net Assets	368,755.64	294,084.48	74,671.16	25.39%
Reserves				
Operating reserve	120,000.00	120,000.00	0.00	0.00%
Infrastructure reserve	15,000.00	15,000.00	0.00	0.00%
Strategic plan reserve	10,000.00	10,000.00	0.00	0.00%
Current earnings	265,735.21	233,123.29	32,611.92	13.99%
Total Net Assets	410,735.21	378,123.29	32,611.92	8.62%
Total Liabilities and Net Assets and Reserves	**1,195,521.74**	**1,026,223.20**	**169,298.54**	**16.50%**

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"COMMUNITY AT ITS CORE"

Personnel and Policy Committee - Meeting Minutes
March 17, 2026 – 7:00 pm

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

1. **Welcome**
   Tammy welcomed the committee.

2. **February 18 Meeting Minutes**
   No changes needed.

3. **Staffing**
   a. Staffing Updates
   Susanne provided staffing updates. She noted that interviews are underway for the Office Coordinator position.

   b. 2026 ED Performance Plan
   The committee reviewed and discussed the 2026 performance plan for the Executive Director. Susanne will finalize and circulate the plan document.

   c. Succession Planning
   The committee reviewed the draft succession plan, which had been updated and expanded to include the City's Executive Director job description and AOCC Executive Director orientation checklist. The obligations of the board in the event of a short-term absence of the Executive Director were discussed, including oversight, the potential for support from the City and other AOCCs, policy requirements and communications. Susanne will update the draft plan accordingly.

4. **Board**
   a. Board Self-Evaluation
   Members confirmed that the survey would be distributed to board members in April.

   b. Board Manual
   The table of content was reviewed and it was determined that appendices would be added on current issues and agency annual reports - Annual Report, 2025 strategic plan report and 2025 DEIB report. Board leaning moments could also be complied and added, or otherwise made available.

c. Directors and Officers Liability Insurance Renewal

Susanne shared that the insurer requested a review, as one had not been done since Applegrove first secured the insurance years ago. Susanne provided the required information and the policy has been adjusted due to increased staffing levels and budget changes. The policy renewal date is March 31 and Susanne has requested a copy of the policy for review.

5. Policy

a. Draft Diversity, Equity, Inclusion and Belonging Policy

Members reviewed the policy, provided feedback and noted that that it was well done and will support Applegrove's DEIB work. Susanne will make the recommended edits and share these with the DEIB Committee.

b. Draft Food Handling Policy

Members reviewed the policy, provided feedback on distinguishing roles and accountabilities of staff vs volunteers, identifying and including any explicit limitations e.g. on food sources and allergen, and agreed with contacting Toronto Public Health to get more clarity on some requirements as they relate to the Applegrove context. Susanne will follow up and recirculate an updated draft to the committee.

Program Update – March 2026

Prenatal Program

- Virtual attendance remains steady.
- In-person session held at end of month with Yoga session from one of our EarlyON staff.
- Program supplies were reorganized into the EarlyON storage closets – part of an agency organizational refresh.
- Annual Survey Report completed (templates being created for all programs to help with consistency and efficiency).

EarlyON Programs

- Saturday Gross Motor Program Continues to see 60+ people each week.
- Long-term employee set to retire end of June – focusing on succession planning.
- New casual relief staff hired to support the program.
- Board/Meeting (Archive) Room being refurbished with special grant funding.

Afterschool

- March Break camp had much lower registrations that anticipated but ran smoothly at the Toronto Formosan Presbyterian Church.

Summer Programs

- Spots still remain in camp and Leadership.
- Permits submitted to the TDSB – Potential issue with 3rd last week - following up with TDSB and the school principal.

Youth Programs

- Youth held a bake sale fundraiser raising over $500
- Received confirmation that funding will continue for two more years from the Toronto Urban Health Fund

Older Adults

- Thriving Together High Tea Fundraiser at the Food Hub raising $1000. Donations received from 7 local businesses. 7 volunteers helped plan, solicit donations and run the event from the Thriving Together program. Community members donated tea cups, saucers and pots.
- Income tax clinic going well. 4 volunteers supporting the clinic.
- Started Bingo in March and is being well attended.

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Board of Directors Meeting
April 13, 2026

AGENDA

8:30

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of March 9, 2026 Board of Directors Meeting *(attached)*
4. Homologation of April 13, 2026 Board of Management resolutions

8:35

5. Standing Committees
   - 5.1. Membership, Outreach & Inclusion Committee Report (*Mar 25 minutes attached*)
   - 5.2. Strategy & Finance Committee Report (*Apr 1 minutes attached*)
     - i) Fundraising Strategy Framework *(sent separately)*

8:55

6. Directors and Officers Liability Insurance Renewal
7. Directors' Concerns

9:00

8. Adjournment

Next Meetings and Events

May 11 Board Meeting (virtual)
Jun 10 AGM (in person)

Minutes of the Board of Directors Meeting
March 9, 2026 – Virtual

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Present:	Brian Buchan, Brian Wood, Councillor Fletcher, David Hoang, Emily Cho, Jean Lim O'Brien, Juanita Morris, Kirstin Vanderpark, Pat Jordan, Sara Erhardt, Tammy Rogers
Staff:	Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela
Guests:	Catherine LeBlanc-Miller (Councillor's member of staff)

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 February 9, 2026 Board of Directors Meeting**

   MOTION *(Buchan/Wood)*
   To accept the minutes of the February 9, 2026 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 March 9, 2026 meeting as presented:
   - *To receive the minutes of the February 9, 2026 Board of Management meeting.*
   - *To receive the Personnel & Policy Committee Report.*
   - *To receive the proposed amendments to the Applegrove Credit Card Use Policy.*
   - *To approve the proposed amendments to the Applegrove Program Reserves Policy.*
   - *To receive the Program Update.*
   - *To receive the Food Hub Update.*
   - *To receive the Executive Director's Report.*

5. Standing Committees

5.1. Membership, Outreach & Inclusion Committee Report

An update was provided on ongoing DEIB initiatives, including finalizing the rollout approach for the DEIB training modules and identifying ways to integrate learning moments meaningfully into organizational practice. Work continues on the DEIB work plan and development of an organization-specific land. Recruitment priorities for the upcoming board cycle were reaffirmed. Program statistics were reviewed.

5.2. Strategy & Finance Committee Report

The committee confirmed the future addition of an allowance for doubtful accounts, a small fund is allocated to cover potential bad debts. An update was provided on the fundraising working group, which has begun reviewing feedback on the organization's fundraising framework as part of its ongoing work.

i) ***Annual Risk Landscape Review – Enterprise Risk Management (ERM)***

The committee reviewed the risk landscape, noting that the two highest-rated risks were downgraded to a score of 12. The next three risks also sit at 12 and are not in a heightened state requiring escalated management. The remaining risks were reviewed. The risk related to prenatal program funding was removed due to confirmation that the funding has been extended through 2030.

MOTION *(Buchan/Lim O'Brien)*
To accept the Membership, Outreach & Inclusion Committee Report.
Carried

MOTION *(Jordan/Morris)*
To accept the Strategy & Finance Committee Report.
Carried

MOTION *(Hoang/Vanderpark)*
To receive the updated risk landscape as presented.
Carried

6. Directors' Concerns

None.

7. Adjournment

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

________________________ Chair

________________________ Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee – Meeting Minutes
March 25, 2026 at 7:00 p.m.

Present: Brian Wood, David Hoang, Juanita Morris, Fode Bangoura, Susanne Burkhardt (staff), Josh Grainger (staff, recorder), Shernel Monlouis (DEIB Committee - staff), Maryam Bhayat (DEIB Committee- staff)

1. **Welcome and Introductions**
   Introductions were made.

2. **Board-Staff Diversity, Equity, Inclusion & Belonging (DEIB) Committee**
   a. *February 25 Meeting Notes*
   No changes required.
   b. *DEIB Policy*
   The committee reviewed the minor revisions proposed by the Personnel and Policy and agreed to the changes.
   c. *2026 DEIB Work Plan*
   The committee discussed responsibilities related to the Belonging Framework with questions about timelines for DEIB sharing moments and next steps for implementation. The work plan is part of strategic plan implementation and that roles will be assigned as the work progresses.
   d. *Core DEIB Training Module for Board*
   The committee discussed options for board learning using OWL and PowerToFly content. Members also considered ways to make the training accessible to staff. It was agreed that this committee would be assigned the PowerToFly material while identifying opportunities to connect it meaningfully with the OWL modules, which will be used for learning moments in staff and board meetings.

3. **February 25 MOI Committee Meeting Notes**
   No changes.

4. **Engagement**
   a. *Capturing Belonging at Applegrove*
   The committee discussed the need for a clear and consistent way to define and document belonging within the organization. Members explored ideas, including creating an artifact or visual tool that captures examples of belonging across participants, staff, and leadership, and piloting two approaches to collecting stories or moments ahead of the AGM. They also considered how staff and committee

members could contribute to this and the idea of establishing a dedicated role or development opportunity to support documentation. The committee expressed interest in testing small-scale approaches and reviewing results before the AGM.

b. *Communications and Outreach Planning*
It was highlighted that increasing communication and outreach with vulnerable communities facing barriers to access in our community is an objective of the strategic plan. There is work already happening in this area with more focus in the coming months. The committee discussed whether board learning moments, including TRC-related work, could be turned into a reusable template or artifact to support future board and committee training.

5. Board

a. *Recruitment Update*
Recruitment materials have been distributed. The committee discussed whether to use BoardShift and decided not to this year given the challenges last year, limited number of vacancies and emphasis on candidates with strong community engagement interest.

b. *AGM Planning*
Ideas included a “speaker’s corner” video booth and collecting belonging-themed postcards from attendees.

6. Programs

a. *Prenatal Participant Survey Results*
The committee reviewed the Pre/Postnatal Program participant survey results and noted that while overall feedback was positive, some mixed responses may have been influenced by changes to the rating scales. To strengthen future reporting processes, the committee recommended developing a survey template that includes a structured approach for staff to review results and a clear mechanism for jointly identifying actionable next steps which could be shared with the board along with the conclusions.

7. Other Business

None.

Next meetings
Apr 22
May 27

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Minutes
April 1, 2026 at 5:00 p.m.

Board Members:	Brian Buchan, Jean Lim O'Brien, Emily Cho
Staff:	Susanne Burkhardt (recorder), Monica Vela
Regrets:	Pat Jordan

1. **Welcome**
   Brian welcomed members and requested that training be added to the agenda under other business.

2. **February 25 Meeting Minutes**
   No changes required.

3. **Finance**
   a. *Audit Update*
   Monica shared that the audit is complete with the exception of two items that the auditor needs to resolve. One is the inducement relating to capital improvements made when the Food Hub lease was first signed. The other is the presentation of the reserve funds by the auditor last year, It is not known whether these can be addressed with a note or whether restatement may be required.

   b. *New Financial Reports*
   Members reviewed the statement of financial position data available (balance sheet) and requested that the new report include the percentage of assets and liabilities per item and the previous year amounts for comparison. It was noted that tables and graphics would be most useful for measures in which the board is trying to effect change such as diversification of revenue.

   Staff recommended a statement of operations reporting cycle with monthly reporting on the admin and program budgets overall, and quarterly reporting that includes a program by program breakdown. Members agreed with this approach.

   c. *Program Reserves*
   Susanne suggested that the board consider establishing a reserve fund for relocation to cover associated expenses the City would not be responsible for. Members agreed to discuss this at a future meeting. The committee confirmed that reserve fund contributions would be discussed once the audit is finalized.

4. **Planning**
    a. *Fundraising Strategy Framework*
    Brian reminded members that once this framework and the direction it sets out is approved by the board, the fundraising strategy will be drafted. It was confirmed that the framework could move forward to the board for approval.

    b. *Draft 2025 Strategic Plan Report*
    Susanne presented the report structure and rationale. Members felt that the report of progressing well. It was recommended that a color-coded summary of progress on individual objectives be provided and that more information on mitigation measures for objectives that were not achieved be provided. Members discussed reviewing and updating KPIs and targets at an upcoming meeting.

    The committee discussed the ongoing challenge of not having appropriate digital tools, which presents a significant barrier to gathering and analysing data for multiple strategic priorities. Susanne shared that a meeting has been set with City staff to discuss the challenges being encountered in securing these tools due to the extensive privacy and cybersecurity review processes that are not scaled to suit a small organization like Applegrove.

5. **Other Business**
    a. *Training*
    Brian asked Susanne to re-send out the links to the finance training required by members of this committee. He asked that all members complete the training before the next committee meeting, or contact him if they cannot comply.

    b. *HST Audit*
    Monica reported that Applegrove went through an HST audit and that it went well with no issues identified.