



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Management Meeting – February 9, 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 January 12 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. Preliminary 2025 Year-End Financial Report (*attached*)
 - F.2. Term Deposit Investments (*briefing note sent separately*)

7:25

- G. Personnel & Policy Committee (*Jan 21 minutes attached*)
- H. Policy
 - H.1. 2026 Policy Work Plan (*sent separately*)
 - H.2. Annual Finance Policy Review
 - i) Capitalization Policy (*sent separately*)
 - ii) Investment Policy (*sent separately*)

7:35

- I. Board
 - I.1. Committee Membership
 - I.2. 2026 Board Recruitment
 - I.3. Board Learning Moment

7:50

Motion needed to discuss the next item in camera.

- J. Applegrove Relocation

Motion needed to return to the public meeting.

8:10

- K. Program Update (*attached*)
- L. Executive Directors Report
- M. Correspondence Received

8:30

- N. Adjournment

Minutes of the Board of Management Meeting

January 12, 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, David Hoang, Jean Lim O'Brien, Juanita Morris, Kirstin Vanderpark, Pat Jordan, Tammy Rogers, Sarah Erhardt
Regrets: Councillor Fletcher
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela,
Guests: Emily Cho, Fode Bangoura

A. Call to Order/Adoption of Agenda

Tammy called the meeting to order. Quorum was met. Brian B. requested that item I.2. be discussed in-camera. Susanne requested to add an item to the in-camera discussion regarding an update to relocation. The agenda was amended and then adopted.

B. Introductions

Introductions were done and the meeting guests were welcomed.

C. Indigenous Land Acknowledgment

Tammy presented the land acknowledgement. Susanne provided a TRC reflection focused on Greenland, highlighting Indigenous language rights, governance, and self-determination. Jean noted that Canada is opening a consulate in Greenland and that our Governor General speaks Inuktitut, which is mutually intelligible with West Greenlandic.

D. Declaration of Conflicts of Interest

No conflicts of interests declared.

E. Minutes of November 10 Board of Management Meeting

MOTION (Buchan/Jordan))

To approve the minutes of the November 10, 2025 Board of Management meeting.

Carried

MOTION (Morris/Vanderpark)

To discuss the next items in camera, as it deals with confidential information about individuals and property.

Carried

- F. **Management Vacation Carryover**
- G. **Board Vacancy**
- H. **Relocation Update**

MOTION (Vanderpark/Wood)

To return to the public meeting.

Carried

MOTION (Vanderpark/Morris)

To approve the 2025 vacation carryover for the Executive Director in accordance with the City of Toronto's Vacation Carry Over policy for management and non-union employees.

Carried

MOTION (Morris/Buchan)

To nominate Emily Cho for appointment to the Board of Management by City Council, to fill the vacancy resulting from the resignation of Rachael Power and for the remainder of the 2-year term ending in June 2027.

Carried

I. **Finance**

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

Management reported favourable variances in the Administration budget due to underspending in salaries and benefits, office expenses and purchased services. The Program forecast showed favourable revenue due to timing and interest, and overall spending is on track. The balance sheet showed no significant changes, with strong liquidity, increased cash and investments and accounts payable on track. In response to a question on rationale for prepaying credit card expenses Monica explained that this supports improved expense tracking by separating purchases by vendor.

I.2. **Admin Expense Approval**

Susanne presented items requiring Board approval under the new Procurement Policy, related to contracted work completed by our third-party Sage. On behalf of the Strategy and Finance Committee Brian B. expressed support for this work. Susanne confirmed that sufficient funds are available within the Administration budget to cover these costs.

I.3. **2026 Program Budget**

A draft 2026 Program Budget was presented in November and updated based on Board and Strategy & Finance Committee feedback and additional information. The final briefing note was circulated by email on December 27, and seven members approved the budget motion by email. The Board was asked to ratify the approval.

I.4. Grant Submission Authority and Advance

Susanne presented a request for annual approval to submit applications for recurring grants that require Board authorization.

MOTION (Lim O'Brien/Jordan)

To accept the year to date financial report.

Carried

MOTION (Lim O'Brien/Buchan)

To ratify the email approval of the 2026 Program Budget.

Carried

MOTION (Buchan/Jordan)

To approve the following expenses and direct management to make payment to Microsys Inc.:

- 1) \$4,260.10 for finance staff training on Business Intelligence and Reporting, and implementation of employee numbers for payroll in Sage*
- 2) \$3,996.30 for financial report development and related finance staff training*
- 3) \$5,876.00 for creation of a tool to automate salary budgeting.*

Carried

MOTION (Vanderpark /Hoang)

To approve submission of the following funding applications in 2026:

- 1) Government of Canada - Canada Summer Jobs, Canada Volunteer Income Tax Program, New Horizons for Seniors*
- 2) Province of Ontario - Seniors Active Living Centres, Seniors Community Grant, Summer Experience*
- 3) City of Toronto – EarlyON, Summer Day Program*
- 4) Other - Seniors Active Living Fair, Toronto Star Fresh Air Fund, CHUM Christmas Wish*

Carried

MOTION (Lim O'Brien/Vanderpark)

To approve an advance payment of \$15,000 from the 2026 Community Service Partnerships Grant to the Neighborhood Food Project to support the operation of the East End Food Hub.

Carried

J. Personnel & Policy Committee

Tammy confirmed that members had reviewed the report and asked if there were any questions or concerns. None were raised.

K. East End Food Hub Space Use Policy

Susanne presented key updates including clarifying Applegrove's authority to rent the space, reorganizing the policy for clarity and provisions to support access for historically marginalized groups. Additional updates included guidance on prioritizing space use, the right to cancel or amend bookings, alignment with City requirements on liability and alcohol use, and a fee schedule. She explained that security requirements are determined on a case-by-case basis, and that events involving alcohol would follow City policy. Two minor typos were identified, which Susanne will correct.

MOTION (Vanderpark/Lim O'Brien)

To accept the Personnel & Policy Committee Report.

Carried

MOTION (Buchan/Morris)

To approve the proposed amendments to the East End Food Hub Space Use Policy as presented.

Carried

L. Board

L.1. Board Learning Moment

Josh presented on open and closed meetings, the requirements, reasons to close a meeting and related reporting and investigation processes.

M. Program update

Josh provided the update, highlighting holiday events, steady youth attendance, and strong engagement in seniors programming. He shared confirmation of a \$25,000 Community Impact Grant to support senior food programming and noted a staffing change in the EarlyON. Susanne provided a Food Hub update. She noted increased community space use, progress in the Sanctuary as a venue and governance meetings.

N. Executive Directors Report

Susanne shared the status of the Food Hub lease negotiations. In the current funding structure the Food Hub lease is paid from Core Administration funds while the school lease is covered directly by the City through CREM. The new lease will result in higher monthly costs, to be addressed through the City's in-year budget adjustment process.

Susanne shared operational updates, including efforts to optimize school-based space and coordinate TDSB-led improvements such as installation of a larger sink, and delays in repairs to our office buzzers. She noted resignation of the Office Coordinator following a long-term leave, with upcoming plans to recruit for this role and a Volunteer Coordinator position.

N.1. East End Music Fest Report

Susanne presented the report, highlighting attendance and financial outcomes for 2025 vs. 2024. Overall net revenue was lower than the prior year, particularly when excluding the internal investment carried forward from 2024. Expenses were generally consistent year over year, with some one-time costs offset by in-kind and cash contributions. The planning committee has debriefed and will attend a future board meeting.

N.2. Strategic Plan Implementation Report for Q4 2025

Susanne noted completion of a catchment-area demographic profile using Statistics Canada and other data sources, progress on a new Volunteer Program Model, approval of the Procurement and Payments Policy, and development of three new Sage system functions. Updates were also provided on the Food Hub lease renewal and annual DEIB work plan.

O. Correspondence Received

L.1. Infrastructure & Environment Committee Item 25.1: 10 year Circular Economy Roadmap

Correspondence from the City was received regarding a 10-year Circular Economy Roadmap. A preliminary review shows a potential grant opportunity to contribute via an initiative to reduce single-use service food items at the Food Hub.

MOTION (Hoang/Wood)
To accept the Program Update.

Carried

MOTION (Jordan/Buchan)
To approve the accept the Executive Director's Report

Carried

MOTION (Morris/Wood)
*to accept the 2025 Q4 Strategic Plan
Implementation Report*

Carried

P. Adjournment

The meeting was adjourned on a motion by Pat Jordan, seconded by Brian Buchan.

Chair

Secretary

FINANCIAL VARIANCE REPORT
For the period ended December 31, 2025 (January 1 to December 31)
UNAUDITED

Admin - City of Toronto Budget

REVENUE

Total budget revenue for 2025	\$798,066
YTD budget gross revenue	\$798,066
YTD actual gross revenue	\$803,282 a favourable variance of \$5,216 .

The favourable variance is \$706 in bank interest and unanticipated \$4,512.29 City of Toronto extra payment received December 12, 2025.

EXPENSES

Total budget expenses for 2025	\$798,066
YTD budget gross expense	\$798,066
YTD actual gross expense	\$770,538 a favourable variance of \$27,528 .

The positive favourable variance reflects:

- Underspending in salary and benefits:
 - due to Program Director salary differential (some, but not all remaining funds were applied to short-term Projects Coordinator position)
 - staffing and benefit cost changes due to extended absence of Evening Office Coordinator
 - spending not having been planned for unanticipated extra City payment of \$4,512.29
- Amortization of the Food Hub lease \$8,000

These unaudited statements project a surplus of \$32,744 for 2025.

Applegrove Community Complex
Statement of Operations
Budget Admin as of December 31, 2025 unaudited
Admin

	Actual	Budget	Variance	%
EXPENSES				
Salary	392,161	415,178	23,017	6%
Benefits	139,127	148,107	8,980	6%
Materials & Supplies	3,821	4,084	263	6%
Furniture & Equipment	8,278	9,516	1,238	13%
Purchased Services	219,151	221,181	2,030	1%
Amortization of tangible capital i	8,000	0	-8,000	
Total	770,538	798,066	-27,528	-3%
		27,528		0%
INCOME				
Government Funding				
City of Toronto	802,576	798,066	4,510	1%
Total Government	802,576	798,066		0%
Others				
Misc.	706	0	706	
Total Others	706	0		
TOTAL INCOME	803,282	798,066	5,216	
SURPLUS(DEFICIT)	32,744	0		

Program Forecast

REVENUE

Total forecast revenue for 2025	\$1,051,829
YTD forecast gross revenue	\$1,051,829
YTD actual gross revenue	\$1,033,415 an unfavourable variance of \$18,414

The unfavourable \$18,414 variance reflects the deferral of EEMF revenue and of donations received towards the end of the year, to 2026.

EXPENSES

Total forecast expenses for 2025	\$933,612
YTD forecast gross expense	\$933,612
YTD actual gross expense	\$963,941 unfavourable variance of \$30,329

The \$30,329 expense variance primarily reflects:

- An unscheduled employee leave from Nov 1 to Dec 19, 2025 that required additional staff coverage, increased vacation accrual and some vacation owed to employees that was paid out. These costs totalled approximately \$12,200.
- Year-end opportunities to provide additional training in first aid, health and safety arose which strengthened internal capacity in alignment with our strategic plan and resulted in additional costs and staff time. The remaining variance is due to an underestimate of after-school salaries.
- Higher than forecasted levels of spending on materials and equipment, including at the food hub (due to late year timing of pew and basement stage removal) and in a few other programs such as Afterschool and EarlyON, and a classification issue as described below.
- The Food Hub deferred amount from 2024 was charged to this account but had been originally forecasted under purchased services. This resulted in higher than projected expenses under materials and supplies and lower than projected expenses under purchased services.

These unaudited statements project a surplus of \$69,474 for 2025.

Applegrove Community Complex
Statement of Operations
Forecast Program as of December 31, 2025 unaudited
Program

	Actual	Forecast	Variance	
			\$	%
EXPENSES				
Salary	559,107	528,272	(30,834)	-6%
Benefits	98,260	104,908	6,648	6%
Materials & Supplies	134,250	121,095	(13,155)	-11%
Furniture & Equipment	11,776	8,231	(3,545)	-43%
Purchased Services	155,960	171,106	15,146	9%
Amortization of tangible capital :	4,588	0	(4,588)	
Total	963,941	933,612	(30,329)	-3%
INCOME				
Government Funding			0	
City of Toronto	338,036	333,957	(4,079)	-1%
Province of Ontario	66,856	77,487	10,631	14%
Federal Government	79,901	68,275	(11,625)	-17%
Total Government	484,793	479,720	(5,074)	-1%
Non-Government Funding			0	
Charitable Organizations	1,111	1,641	530	32%
Foundations/Corporations	500	4,850	4,350	90%
Total Non-Government	1,611	6,491	4,880	75%
Donations/Fundraising			0	
Charitable Donations-individual	15,921	31,427	15,507	49%
Charitable Donations-Business	4,038	3,500	(538)	-15%
Fundraising	14,039	13,390	(649)	-5%
Total Donations/fundraising	33,997	48,318	14,320	30%
Others			0	
User Fees	477,080	484,925	7,845	2%
Misc.	35,933	32,376	(3,557)	-11%
Total Others	513,013	517,301	4,288	1%
TOTAL INCOME	1,033,415	1,051,829	18,414	2%
SURPLUS(DEFICIT)	69,474	118,217	48,743	41%

Deferred grants from previous years-amortization
SCG
Grant increase in 25-26 and we have an extra period from 24-25

Defer

PA Day
WSIB share profit received

2025 Deferred Funds

We are deferring \$61,660.35 from 2025 to 2026, including \$19,931.56 in grants and \$41,728.79 from other sources including fundraising, donations and rentals, much of which was earned in the last quarter of 2025. The table below provides a summary of these deferrals.

Grant deferrals included in the forecast. The deferrals from various sources were not forecasted as we did not know how much we would receive and not be able to utilize in 2025. They account for most of the variance of the actual (\$69,474) vs forecasted surplus (\$118,217).

Grants:	Amounts
City of Toronto - CSP Food Hub	\$ 5,199.59
Federal Funds	600.00
Provincial Funding - OACAO	3,423.41
Provincial Funding - SR Community Grant	10,708.56
	\$ 19,931.56
Other	
Canada Helps Donations - Food Hub	\$ 2,797.06
Rental Income - Food Hub	6,190.00
Defer expense recoveries to 2026	1,011.80
United Way defer to 2026	370.29
Benevity defer to 2026	530.00
Defer individual donation received late in the year to 2026	9,135.00
Defer Canada Helps received late in year to 2026	1,860.00
Defer fundraising to 2026	220.00
Defer Interest earned to 2026	3,462.88
Defer expense recoveries to 2026	218.98
EEMF individual events defer to 2026	7,397.72
EEMF Annual event defer to 2026	5,050.00
Previously defer funds not fully utilized in 2026 defer to complete projects	385.06
Previously defer funds not fully utilized in 2026 defer to complete projects	1,100.00
Previously defer funds not fully utilized in 2026 defer to complete projects	2,000.00
	\$ 41,728.79
Defer Grants and other 2025	\$ 61,660.35

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF FINANCIAL POSITION - UNAUDITED
December 31, 2025

	2025	2024
CURRENT ASSETS		
Cash	645,383	551,971
Short-term investments	213,934	96,604
Due from the City of Toronto - vacations payable	17,913	17,913
Due from the City of Toronto - deficits	-298	18,852
Accounts Receivable	31,567	26,864
Prepaid Expenses	7,950	5,462
	<u>916,448</u>	<u>717,666</u>
Leasehold improvements - Admin	40,002	40,002
Accum. Amort. Leashold improvements	-40,002	-32,002
Equipment - EarlyON	2,103	2,103
Accum. Amort. EarlyON	-841	-421
Equipment - Safe Start	8,034	8,034
Accum. Amort. Safety Start	-7,231	-5,624
Equipment - Seniors	4,014	4,014
Accum. Amort. Seniors	-3,918	-3,725
Computers	1,614	1,614
Accum. Amort. Seniors	-942	-404
Equipment - Food Hub	9,268	6,547
Accum. Amort. Food Hub	-2,347	-1,038
Equipment - Summer Camp	2,603	2,603
Accum. Amort. Summer Camp	-1,648	-1,128
Tangible Capital Assets	<u>10,709</u>	<u>20,576</u>
Long-term Receivable - City of Toronto	<u>175,538</u>	<u>175,538</u>
	<u>1,102,695</u>	<u>913,780</u>

LIABILITIES, NET ASSETS AND RESERVES

Current Liabilities

Due to the City	30,204	30,204
Accounts payable and accrued liabilities	174,704	145,177
Deferred revenues	167,391	110,184
	372,299	285,566

POST-EMPLOYMENT BENEFITS PAYABLE

	175,538	175,538
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Deferred Capital Contributions

Deferred Capital Contributions - Leashold Impr.	32,002	32,002
Accum. Amort. Deferred C.C. - Leasehold Impr.	(24,001)	(24,001)
Deferred Capital Contributions - EarlyON	1,262	1,682
Deferred Capital Contributions - Safe Start	8,034	8,034
Accum. Amort. Deferred C.C. - Safe Strat	(7,231)	(5,624)
Deferred Capital Contributions - Seniors	1,614	1,614
Accum. Amort. Deferred C.C. - Safe Strat	(942)	(404)
Deferred Capital Contributions - Seniors	4,014	4,014
Accum. Amort. Deferred C.C. - Seniors	(3,918)	(3,725)
Deferred Capital Contributions - Food Hub	2,721	-
	13,555	13,592
	561,393	474,696

Net Assets

Program funds	-	(42,806)
Parent/Child Drop-in	-	21,470
Afterschool	182,527	182,527
Teen program	-	1,456
Seniors programs	-	(262)
Summer programs	34,241	65,861
The Applegrove Connection	-	(21,390)
HOBG	-	3,776
Food Hub	-	4,620
Core Etransfer Account	7,663	7,663
Agency level funds	69,653	71,169
Program current period un-distributed	69,474	-
Admin current period	32,744	-
	396,302	294,084

	957,695	768,780
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Reserves

Operating	120,000	120,000
Infrastructure	15,000	15,000
Strategic plan	10,000	10,000
	145,000	145,000

	1,102,695	913,780
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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

January 21, 2026 – 4:30 pm

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

1. Welcome

Tammy welcomed the committee.

2. November 10 Meeting Minutes

No changes needed.

3. Staffing

a) Staffing Updates

Susanne provided staffing updates.

b) 2025 ED Performance Review Discussion/Process

Members discussed the performance review process and timelines for the Executive Director and other management staff. Susanne will share City documents about the process and requirements with the committee. She will also prepare and circulate her final performance planner report.

c) Succession Planning

Members discussed the need for a documented succession plan, for the Executive Director position and other key positions. Susanne shared information on transitions at other AOCCs. Members emphasized the importance of documenting internal procedures and work flows. Susanne shared that activities underway include improvements to internal filing systems to facilitate access to information and documents, creation of manuals for key positions and knowledge transfer through delegation and other means. Establishing a monitoring system to test the effectiveness of these measures could be part of a succession plan. Susanne will share sample plans and resources. The committee will work toward drafting an ED succession plan in the coming months.

4. Board

a) Board Skills and Diversity Assessment Survey

Members reviewed the survey and finalized the additional questions on board functioning. Susanne will share the survey link with board members by the end of

this week, as the information is needed to inform the establishment of board recruitment priorities.

b) Draft Board Self-Assessment Survey

Members determined that this survey will be distributed in April, closer to the end of the current board term.

c) Board Ambassadors

Members reviewed an example of a slide deck from another organization that provided board members with information about being an ambassador for the agency. It was agreed that Applegrove should develop a similar document, which would support multiple purposes, including fundraising and social media. Susanne will circulate a draft for members to work on.

5. Policy

a) Draft 2026 Policy Work Plan

Susanne presented the recommended work plan, which includes a combination of new policies and review of older policies. Members were in agreement with the work plan as presented.

b) Draft Food Handling Policy

Deferred to next meeting.

6. Other Business

a) March Meeting Date

The March meeting date was confirmed for March 11. Susanne will send an updated invitation.

Program Update – January 2026

Prenatal Program

- Virtual sessions only for Jan-March due to historically low in-person attendance during these cold, snowy months.
- 2025 participant survey has been distributed to participants.

EarlyON Programs

- EarlyON going through a lot of transition within Toronto Children's Services, no dedicated consultant to our South division currently.
- Planning and purchasing has begun for Saturday Gross Motor program to begin end of February.

Afterschool

- A new family has joined the program.
- The program continues to lose some children to SH Armstrong's ARC program.
- We are in the process of identifying who is returning next year so we can start to offer spots for September.

Summer Programs

- Advance two-week registration period provided to Afterschool Program families at the end of January.
- In-person registration took place February 3. The decision to return to in-person (not done since COVID) was made due to the challenge in effectively dealing with large volumes of email applications (creates a slow response time), administrative burden and significant levels of changes, cancellations and unpaid fees that occurred from the online registration over the past few years. In-person registration allowed information to be quickly confirmed and fees to be collected in full at the time of registration. There are pros and cons to this approach. We hope to have online registration available for next year.
- Online registration for remaining spots is ongoing.

Youth Programs

- Program is full and attendance is steady.
- We have hired a casual relief staff to support the program due to staff absences.

Older Adults

- The Ukelele Program is very successful, with 18 registrants and steady attendance throughout January.
- Food Champions will be running twice a month moving forward, providing meal kits to Nourish East End.
- Fundraising training was held for the Thriving Together group, which is planning a fundraising event for March.

FOOD HUB UPDATE

General

- Lease negotiations are almost complete.
- Hours for the Applegrove Community Food Programs Coordinator have been increased. This will allow more day to day site coordination tasks previously done by the Neighbourhood Food Project/Leslieville Market (NFP/LFM) to transition to Applegrove, and advancing programming. The NFP/LFM remains an active partner with a focus on communications, revenue generation and programming in the areas of markets, food skills and entrepreneurship.
- Space bookings are up relative to the same time last year. Once the lease is finalized we plan to increase our promotion of space rental opportunities.

City of Toronto Circular Food Innovators Grant

- As a partnership we are applying for this grant in order to implement a reusables and waste diversion system that reduces reliance on single-use service ware. The lead on this application will be East End United Regional Ministries. Funds will be used for a larger sanitizer for the downstairs kitchen, a smaller one upstairs, along with the equipment and supplies needed (e.g. reusable cups, bowls) for use across all programs.

Programming Highlights

- The Programming Committee will launch in February, with representation by Applegrove, the Leslieville Market, Nourish food bank and the church. We look forward to a more integrated approach to program planning.
- This year we plan to collaborate with Nourish East End on a new program that serves food bank clients.
- The monthly LGBTQ2S+ BIPOC Senior Cooking + Gardening workshop program in partnership with Foodshare is well attended.
- Our weekly Gentle Fitness class is not very well attended so we are considering options.
- The Leslieville Market is gearing up to re-launch on Sundays in early March.
- We are in discussion to set a date for another Repair Café in the spring.
- The Food Champions Program is shifting from once to twice per month.
- A spring planting event is being planned.
- The Food Hub will be part of Doors Open Toronto again in May. The partners have met to start to plan for how we will activate the building. We plan to work with the concept of sanctuary, a shared interest that emerged from our joint space visioning process.



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**Board of Directors Meeting
February 9, 2026**

AGENDA

8:30

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of January 12, 2026 Board of Directors Meeting (*attached*)
4. Homologation of February 9, 2025 Board of Management resolutions

8:40

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report (*Jan 28 minutes attached*)
 - 5.2. Strategy & Finance Committee Report (*Jan 28 minutes attached*)
 - i) 2025 Q4 Enterprise Risk Management Report (*sent separately*)

8:55

6. Directors' Concerns

9:00

7. Adjournment

Next Meetings and Events

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
January 12, 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, David Hoang, Jean Lim O’Brien, Juanita Morris, Kirstin Vanderpark, Pat Jordan, Tammy Rogers, Sarah Erhardt
Regrets: Councillor Fletcher
Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela,
Guests: Emily Cho, Fode Bangoura

1. Call to Order/Adoption of Agenda

Tammy called the meeting to order. Quorum was met and the agenda adopted after being amended to include “Board Vacancy Recruitment” to follow Item 4 (homologation), and correcting item 3 to say Minutes of the November 10, 2025 Board of Directors Meeting.

2. Declaration of Conflicts of Interest

No conflicts of interests declared.

3. Minutes of November 10, 2025 Board of Directors Meeting

MOTION (Buchan/Jordan)

*To accept the minutes of the November 10, 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 January 12, 2026 meeting as presented:

- *To approve the minutes of the November 10, 2025 Board of Management meeting.*
- *To approve the 2025 vacation carryover for the Executive Director in accordance with the City of Toronto’s Vacation Carry Over policy for management and non-union employees.*
- *To accept the year to date financial report.*
- *To ratify the email approval of the 2026 Program Budget.*
- *To approve the following expenses and direct management to make payment to Microsys Inc.:*
 - 1) *\$4,260.10 for Finance staff training on Business Intelligence and Reporting, and implementation of employee numbers for payroll in Sage*

- 2) \$3,996.30 for financial report development and related Finance staff training
- 3) \$5,876.00 for creation of a tool to automate salary budgeting.
- To approve submission of the following funding applications in 2026:
 - 1) Government of Canada - Canada Summer Jobs, Canada, Volunteer Income Tax Program, New Horizons for Seniors
 - 2) 2) Province of Ontario - Seniors Active Living Centres, Seniors Community Grant, Summer Experience
 - 3) City of Toronto – EarlyON, Summer Day Program
 - 4) Other - Seniors Active Living Fair, Toronto Star Fresh Air Fund, CHUM Christmas Wish
- To approve an advance payment of \$15,000 from the 2026 Community Service Partnerships Grant to the Neighborhood Food Project to support the operation of the East End Food Hub.
- To accept the Personnel & Policy Committee Report.
- To approve the proposed amendments to the East End Food Hub Space Use Policy as presented.
- To accept the Program Update.
- To accept the Executive Director's Report.
- To accept the 2025 Q4 Strategic Plan Implementation Report.

5. Board Vacancy Recruitment

MOTION (Buchan/Morris)

To appoint Emily Cho to the Board of Directors of the Not-for-Profit Corporation, to fill the vacancy resulting from the resignation of Rachael Power and for the remainder of the 2-year term ending in June 2027.

Carried

MOTION (Lim O'Brien/Vanderpark)

To appoint Fode Bangoura to the Membership, Outreach and Inclusion Board Committee, as a community member.

Carried

Emily will review the Terms of Reference for the Board Committees before making a selection for committee membership.

6. Standing Committees

5.1. Membership, Outreach & Inclusion Committee Report

Brian W. confirmed that members had reviewed the report and asked if there were any questions or concerns. None were raised.

5.2. Strategy & Finance Committee Report

Brian B. confirmed that members had reviewed the report and asked if there were any questions or concerns. None were raised.

MOTION (Jordan/Hoang)

To accept the Membership, Outreach & Inclusion Committee Report.

Carried

MOTION (Morris/Wood)

To accept the Strategy & Finance Committee Report.

Carried

7. Directors' Concerns

None.

Brian W. volunteered to present a Board Learning Moment on conflict of interest at the next board meeting.

8. Adjournment

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

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee – Meeting Minutes

January 28, 2026 at 7:00 p.m.

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

Regrets: Juanita Morris, Pierre Bois,

1. Welcome and Introductions

Introductions were made.

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

a. November 26 Meeting Notes

No changes were required. The Committee discussed leaving personal names out of meeting minutes to help reduce anxiety and encourage participation. Members agreed that discussions can be accurately captured without naming individuals. It was noted that names should be included when someone is leading an initiative or when individual contributions are important to document.

b. DEIB Policy Update

The draft will be reviewed with DEIB committee staff members, then a final version will be reviewed by the Policy and Finance Committee prior to coming to the board.

c. Core DEIB Training Module for Board

Members provided feedback on the DEIB training options discussed previously.

Due to accessibility concerns, outdated materials and challenges with navigation the Non-Profit Ready materials were not recommended. Power to Fly is divided into multiple sections, making it easier to engage with. Positive features were the use of recorded sessions led by DEIB experts, practical guidance geared to governance and policy development, and the flexibility of free, on-demand viewing. Overall it was viewed as a solid option, despite being lengthy. It was noted that the introductory content provides a strong DEIB foundation. Suggestions included requiring portions of the training for certain board members or using it as a deeper-dive option, while ensuring all board members receive baseline training.

Questions were raised about certificates, accountability, and how training completion would be tracked. Members discussed whether the goal of tracking was compliance, risk management or assessing board capacity. Possible rollout approaches included integrating training into board orientation, setting expectations for all members when new training is introduced, and pairing individual learning with group discussion to support shared understanding to facilitate collective reflection and meaning-making.

Additional DEIB training options, including more bite-sized offerings and those designed for volunteers or community boards, were noted. Further inquiry will be made regarding access to these resources.

d. 2025 DEIB Work Plan Q4 Report

The Committee reviewed the Q4 update for the 2025 DEIB Work Plan. Questions were raised about responsibility and timing for the annual DEIB report, with members noting that work on the report should begin now. Members discussed whether the report should be produced once or twice per year and whether a mid-year update could be shared as a brief inquiry opportunity. Concerns were noted about staff capacity to support reporting more frequently than once annually.

e. 2026 DEIB Work Plan Development

Members discussed early considerations for the development of the 2026 DEIB Work Plan. Interest was expressed by Fode, Brian and Shernel in participating in the process.

3. November 26 MOI Committee Meeting Notes

No changes.

4. Board

a. 2026 Recruitment Process

An overview was provided of the board skills and recruitment planning process, including the circulation of surveys and recruitment materials for review, including application of a DEIB lens. Given recent Employment Standards Act changes for job postings, clarification will be sought on whether any changes are required for volunteer postings. Susanne will update the recruitment materials and circulate them for review.

b. AGM Planning

Members were asked to begin thinking about planning options. Possible suggestions were to incorporate food-related activities or performances by musicians from the East End Music Fest.

5. Programs

a. 2025 Program Evaluation Process Update

An update was provided on efforts to better align participant surveys across programs. The Prenatal Program, EarlyON Program and Seniors Program surveys were launched this week. The Summer Camp and Afterschool Program surveys will be reviewed and aligned ahead of the start of summer.

6. Events

a. Reports

i. East End Music Fest Report

Susanne shared that a minor update was made as more donations were identified at end of year. Total funds raised were similar to last year's event, but these included an internal investment.

ii. Toy Drive Report

The Committee reviewed this report and discussed opportunities to strengthen partnerships and to better capture and share the impact of these connections, including recognition and storytelling through newsletters or other communications.

7. Other Business

None.

APPLEGROVE COMMUNITY COMPLEX

Strategy and Finance Committee Minutes

January 28, 2026 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.

2. December 2 Meeting Minutes

No changes required.

3. Committee Work Plan Review

Members reviewed the updated work plan. Committee member training was highlighted. The financial training links will be recirculated to members.

4. Finance

a. Audit Update

Monica shared that the majority of preparatory work for the audit has been completed with a few things remaining to be finalized. She will prepare the draft statements and the audit will be done using the old financial system, with the new system to be launched on February 2. In response to a member inquiry Monica shared that depending on timing the January report may be done in the old or new system and that the February report will be done using the new system.

b. 2026 AOCC Operating Budget Briefing Note

Members reviewed the briefing note, and noted that Applegrove receives the second lowest amount of core City admin funding among the AOCCs. Susanne shared that AOCCs are sized and structured differently, and that a significant proportion of Applegrove's funding covers Food Hub rent and TDSB permit costs. Members felt that it would be interesting to be able to compare how Applegrove's core City Admin funding is allocated vs at a different similarly sized AOCC.

c. Procurement Policy Implementation

Susanne shared that she has not yet developed a reference document for staff who do purchasing, and plans to. Monica reported that she has submitted applications to have board members registered as approvers in the EFT Global payments portal. As this involves a number of steps it will be deferred to February as her priority at this time. Susanne and Monica will draft an approvals procedure for committee review.

d. Annual Policy Review

- i. Board Reimbursement Policy: Members reviewed the policy and determined that no amendments were required. Susanne shared that an annual report on board expenses is required by and submitted to the City.

- ii. Capitalization Policy: Members reviewed the policy. Susanne recommended that section 4 be amended to reverse the roles assigned to Finance and the Executive Director as the annual review is part of audit preparation. Members agreed with this amendment.
- iii. Investment Policy: Members review the policy. Susanne requested that members review sections 3.a) and 3.c) in order to confirm that they were applicable to Applegrove as written. Members agreed that both represented good practice that should remain in the policy, and that compliance would not be impacted. It was recommended that the word “required” be changed to “recommended” in 3.a).

5. Planning

a. Fundraising Working Group

Brian reported that a fundraising strategy framework has been drafted, but due to timing the Fundraising Working Group meeting was rescheduled. An update will be provided to the committee at its next meeting.

6. Risk Management

a. 2025 Q4 Risk Report

Members reviewed the draft report and made recommendations to adjust the risk levels for financial management and resourcing. The report will be finalized, for presentation to the board.

b. Risk Management Checklist

Members discussed the sample Legal Risk Management Checklist. It was noted that it provides an overall operational risk management assessment tool including financial risk management, and that use of this type of tool requires a commitment to take action in response to findings. Members recommended piloting the use of this tool by working through the fundraising section as part of the ongoing process of developing a fundraising strategy. It was noted that other topics could be reviewed by other committees.

7. Other Business

a. 2026 Agreement with Neighbourhood Food Project

Susanne provided an update on the status of this item.

b. Investments

Monica provided an overview of current cash assets. Members discussed the value of increasing program fund GIC investments to generate additional revenue, and the need to ensure adequate liquidity to support operations for at least 3 months. Based on current monthly program operating costs, available cash assets, and existing investments staff will prepare an investment recommendation for committee review and feedback, prior to the next board meeting.