



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

**Board of Management Meeting
July 13, 2026**

AGENDA

7:00

- A. Call to Order/Adoption of Agenda
- B. Introductions
- C. Land Acknowledgement and TRC Calls to Action
- D. Declaration of Conflicts of Interest
- E. Minutes of May 11 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. Year-to-date Financial Report (*attached*)
 - F.2. Q2 Program Budget Forecast (*sent separately*)

7:30

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

- G. In Camera Minutes of May 11 Meeting

Motion needed to return to the public meeting.

7:35

- I. Board
 - I.1. Board Learning Moment: [Political Activity for Local Boards](#)
 - I.2. Board Orientation (*attached*)
 - I.3. Board Meeting Schedule (*attached*)
 - I.4. Officers and Committees
 - i) Select Officers
 - ii) Select Committee Members

8:00

- J. Personnel & Policy Committee Report (*May 20 meeting min attached*)
 - J.1. Q2 Policy Work Plan Report (*sent separately*)

8:05

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

8:15

- N. Adjournment

Minutes of the Board of Management Meeting

May 11, 2026 – 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, Emily Cho, Jean Lim O’Brien, Kirstin Vanderpark, Pat Jordan, Tammy Rogers, Juanita Morris

Regrets: Sara Ehrhardt, Councillor Fletcher

Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela

Guests: David Fioretti (Doane Grant Thornton), Kathryn Edgett-Emirzian (Board Candidate), Robert Miller ((Board Candidate), Lesley Nilsson (Board Candidate).

A. Call to Order/Adoption of Agenda

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

B. Introductions

Guests were introduced.

C. Indigenous Land Acknowledgment

D. Declaration of Conflicts of Interest

Brian B. declared a conflict of interest for in-camera item *H. Board Recruitment*, with a written submission to follow. It was confirmed that he would recuse himself from discussion and voting on this item.

E. Minutes of April 13 Board of Management Meeting

MOTION (Buchan/Lim O’Brien)

To approve the minutes of the April 13 2026 Board of Management meeting.

Carried

F. Finance

F.1. 2025 Audited Financial Statements

The auditor David F. presented the Financial Statements and Auditor’s Report, noting a qualified opinion related to donations and fundraising revenue, which is a common

limitation for organizations of this type. He noted that long-term receivables continue to decline due to post employment benefits covered by the City and that no transfers were requested this year. The board was advised that once approved the report will be finalized and submitted to the City and the Auditor General's Office.

The committee discussed that surpluses resulted primarily from delayed hiring, salary and benefit savings, lower permit expenses due to relocation, more Canada Summer Jobs positions and unspent board funds. David F. shared that the CRA is paying attention to surpluses in non profit organizations and expects boards to document intended use.

David F. reviewed key audit risks, noting no issues or uncorrected misstatements. Internal control matters include limited segregation of duties and ongoing challenges related to single signoff authority at the bank. He noted potential future changes to public sector not for profit accounting standards and thanked management for their cooperation.

MOTION (Jordan/Vanderpark)

To approve the 2025 Audited Financial Statements as prepared by Doane Grant Thornton.

Carried

David F. left the meeting.

F.2. Year to Date Financial Report

The committee reviewed the results, discussing variances in Admin and Program revenue and expenses. Monica presented the statement of financial position, noting that deferred revenue includes summer camp amounts not yet entered, a required prepaid expense adjustment, City surplus to be returned and that the balance sheet remains healthy.

F.3. Program Reserves

Members discussed Applegrove's cash position and need for a clear plan for current surpluses. Reserve funds remain below policy targets and strengthening reserves would support policy compliance and future relocation needs. Members discussed whether best practice would involve building up to higher reserves, and that reserve policies can be reviewed and adjusted annually. Members expressed support for directing surplus funds to reserves as an appropriate and beneficial use for the community.

F.4. 2025 Deferred Funds Proposal

Members received a proposal to allocate 2025 deferred fundraised dollars, with a focus on strengthening seniors programs via additional staffing and reintroduction of art programming in response to community interest. Funds would also support community events, including two new events in 2026. Remaining funds would go to program equipment including curtains for the Food Hub, storage needs, and chairs.

MOTION (Wood/Buchan)

To receive the year to date financial report.

Carried

MOTION (Jordan/Vanderpark)

To approve the transfer of funds from the 2025 and 2024 year-end Program operating surpluses to reserve funds as follows:

- a) \$74,671 from the 2025 and \$10,739 from the 2024 year-end Program operating surpluses to the Operating Reserve Fund;*
- b) \$5,000 from the 2024 year-end Program operating surplus to the Infrastructure Reserve Fund; and*
- c) \$25,000 from the 2024 year-end Program operating surplus to the Organizational Planning and Development Reserve Fund.*

MOTION (Vanderpark/Hoang)

To approve the allocation of funds deferred from 2025 to the initiatives set out in the deferred funds proposal as presented.

Carried

G. Personnel & Policy Committee

There was no report as the committee did not meet this month.

MOTION (Morris/Jordan)

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

Carried

Brian Buchan recused himself from this item was moved to a breakout room, as were guests Lesley Nilsson, Kathryn Edgett-Emirzian and Robert Miller.

H. 2026 Board Recruitment

I. Neighbourhood Food Project Agreement

MOTION (Hoang/Lim O'Brien)

To return to the public meeting.

Carried

MOTION (Lim O'Brien/Jordan)

To approve the 2026 Memorandum of Understanding between Applegrove and the Neighbourhood Food Project.

Carried

J. Q1 Risk Management Report

A succession plan for the Executive Director has been drafted. Disaster recovery and business continuity plans are scheduled for completion in Q2 and Q3. Several infrastructure items remain outstanding, including CRM system, point-of-sale tools, and Moneris vault, which continue to present operational risk. It was noted that the matter was escalated to the City, which surveyed AOCCs on technology needs and has acknowledged that many lack necessary tools. All risks remain within manageable levels.

K. Program Update

The Program Director highlighted the strong fundraising results for the EarlyON Gross Motor Program and noted a significant increase in summer camp permit fees for 2026.

L. Executive Directors Report

Susanne shared that new office furniture was donated and that a new Office Coordinator has started. An onsite meeting with AOCC Executive Directors and City staff helped illustrate the organization's space limitations and need for relocation. The City shared timelines for job evaluation in relation to the budget submission and is discussing how to address related retro-payments and staffing costs. The board was reminded to complete the Board Evaluation Survey, which has had low response.

M. Correspondence Received

The committee noted that correspondence had been received regarding the Interpretation Bulletin on political activity rules for members of local boards. Members were asked to review the document, as the organization is currently in an election period

MOTION (Morris/Hoang)

To accept the Program Update.

Carried

MOTION (Vanderpark/Hoang)

To accept the Executive Director's Report

Carried

N. Adjournment

The meeting was adjourned on a motion by Kristin Vanderpark, seconded by Juanita Morris.

Chair

Secretary

FINANCIAL VARIANCE REPORT
For the period ended May 31, 2026 (January 1 to May 31)

City of Toronto Admin Budget

REVENUE

Total budget revenue for 2026	\$830,441
YTD budget gross revenue	\$346,423
YTD actual gross revenue	\$346,436 a favourable variance of \$13

The favourable variance reflects:

- \$13 increase is the interest revenue a bit higher than budgeted

EXPENSES

Total budget expenses for 2026	\$830,441
YTD budget gross expense	\$326,076
YTD actual gross expense	\$293,606 a favourable variance of \$32,470

The positive favourable variance reflects:

- 12.5% and 8.9% underspending in salary and benefits due to:
 - Office Coordinator hiring (new person hired as of May 4, is working additional hours until end of August)
 - Timing of Volunteer Coordinator hiring (additional hours will be allocated for onboarding, training and getting the program up and running)

18.7% and 18.5% was overspent in furniture/equipment and materials/supplies respectively to reconfigure and prepare the office to accommodate additional staff

ADMIN - Applegrove Community Complex - 31-May-26

	YTD Actual	YTD Budget	YTD Variance	%	Notes
Revenue					
City of Toronto	346,017.08	346,020.00	-2.92	▼ 0.0%	
Miscellaneous	419.54	403.75	15.79	▲ 3.9%	
Revenue Total	346,436.62	346,423.75	12.87	▲ 0.0%	
Expenses					
Furniture and Equipment	5,602.59	4,720.00	882.59	▲ 18.7%	Office reorganization to accommodate new staff
Materials and Supplies	3,159.95	2,666.23	493.72	▲ 18.5%	
Purchased Services	67,381.20	72,829.13	-5,447.93	▼ -7.5%	
Salaries					
Benefits	59,240.83	65,034.10	-5,793.27	▼ -8.9%	
Salary	158,221.85	180,826.95	22,605.10	12.5%	
			-	▼ -	
Total Expenses	293,606.42	326,076.41	32,469.99		
Excess revenue over expenses	52,830.20	20,347.34	32,482.86		

Program Budget

REVENUE

Total budget revenue for 2026	\$1,065,639
YTD budget gross revenue	\$ 393,943
YTD actual gross revenue	\$ 408,966 a favourable variance of \$15,023

The favourable \$15,023 variance primarily reflects:

- Two grants received that had not been budgeted for as they were not known:
 - \$3,000 TNC Tax grant
 - \$25,000 Ecclesiastical corporate donation
 - Small changes in the other revenue sources

Notes:

- \$ Deferred revenue from 2025 was not included in this report

EXPENSES

Total budget expenses for 2026	\$1,065,216
YTD budget gross expense	\$ 400,670
YTD actual gross expense	\$ 368,481 favourable variances of \$32,189

The \$32,189 expense variance primarily reflects:

- 43.4% underspending in purchase service payment to NFP to be done in July 2026
- Fundraising Strategy not yet implemented
- Timing of training expenses

PROGRAM - Applegrove Community Complex - 31-May-26

	YTD Actual	YTD Budget	YTD Variance	%	Notes
Revenues					
Charitable Donations - Business	3,020.00		3,020.00	▲	Not budgeted
Charitable Donations - Individuals	5,423	7,521	-2,098	▼ -27.9%	Most donations are received towards year end
Charitable Organizations	1,289	125	1,164	▲ 931.3%	
City of Toronto	146,912	144,742	2,171	▲ 1.5%	EarlyON Learning Strategy grant and CSP increase not budgeted
Federal Government	10,321	13,465	-3,144	▼ -23.4%	Prenatal second quarter will be billed to the Federal Government
Foundations / Corporations	25,000	0	25,000	▲	Ecclesiastical Donation not budgeted
Fundraising	2,467	3,292	-825	▼ -25.1%	Timing e.g. Music Fest is in October
Miscellaneous	2,713	7,012	-4,299	▼ -61.3%	2025 Interest accrual reversed
Non-charitable Donations - Individuals	60.00		60.00	▲	
Other Income	2,040		2,040	▲	Food Hub rental revenue
Province of Ontario	28,609	36,925	-8,317	▼ -22.5%	SALC payment, was received in June 2026
User Fees	181,113	180,862	251	▲ 0.1%	
Total Revenues	408,966	393,943	15,023	▲ 3.8%	
Operating Expenses					
Furniture and Equipment	3,446	2,775	671	▲ 24.2%	EarlyOn One time grant expenses
Materials and Supplies	49,154	46,832	2,322	▲ 5.0%	EarlyOn One time grant expenses
Purchased Services	45,437	80,346	-34,910	▼ -43.4%	Food Hub payment project management is to be processed early June. The fundraising project has not yet been initiated, and training and development are ongoing.
Benefits	42,994	43,030	-35	▼ -0.1%	
Salary	227,451	227,688	-236	▼ -0.1%	
Total Expenses	368,481	400,670	-32,189		
Excess revenue over expenses	40,484	-6,727	47,211		

APPLEGROVE COMMUNITY COMPLEX

Statement of Financial Position - vs prior year

For the period ended May 31, 2026

GroupName	YTD		Variance	
	2026	2025	Value	Percentage
Assets				
Cash	283,642	646,794	(363,152)	(56%)
Short Term Investments	613,934	213,934	400,000	187%
Due from the City of Toronto - vacations payable	21,124	21,124	0	0%
Due from the City of Toronto - deficits	0	0	0	0%
Accounts Receivable	32,097	33,687	(1,590)	(5%)
Prepaid Expenses	33,832	4,477	29,356	656%
Current Assets	984,629	920,016	64,614	7%
Tangible Capital Assets	19,629	10,709	8,920	83%
Other Assets	161,244	161,244	0	0%
Total Assets	1,165,503	1,091,969	73,534	7%
Liabilities				
Due to the City	74,458	74,458	0	0%
Accounts Payable and accrued liabilities	143,114	168,385	(25,271)	(15%)
Deferred revenues	121,892	168,572	(46,680)	(28%)
Total Current Liabilities	339,463	411,414	(71,951)	(17%)
Post-Employment Benefits Payable	161,244	161,244	0	0%
Amortization of Deferred Capital Contributions	5,555	5,555	0	0%
Total Current and Long Term Liabilities	506,263	578,213	(71,951)	(12%)
Net Assets				
Unrestricted program funds	288,346	260,129	28,217	11%
Contribution/Deficit in current year	145,484	118,627	26,858	23%
Internally restricted - reserves	225,410	135,000	90,410	67%
	659,240	513,756	145,484	100%
	1,165,503	1,091,969	73,534	7%

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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"COMMUNITY AT ITS CORE"

Personnel and Policy Committee - Meeting Minutes

May 20, 2026 – 4:30 pm

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

1. Welcome

Tammy welcomed the committee.

2. March 17 Meeting Minutes

The spelling of Kirstin's name needs to be corrected.

3. Staffing

a. Staffing Updates

Susanne provided staffing updates. She noted that job offers have been made for Summer Camp positions, and that hiring is currently underway for the part time Seniors Program Worker and Afterschool Casual Relief positions. Susanne shared that a Community Development student placement is underway.

b. Hiring Report

Members received the hiring report for the Office Coordinator and discussed the use of LinkedIn for posting positions.

c. 2026 ED Performance Plan Quarterly Discussion

The committee reviewed progress to date and discussed the impacts of recent activities and a lack of availability of online tools on some performance objectives.

d. Succession Planning

The committee reviewed the updated draft succession plan, which was expanded to include an Applegrove ED onboarding/orientation checklist. It was determined that the plan will address management positions and include their job descriptions, and will be reviewed annually as part of the annual work plan of the Personnel and Policy Committee. Minor language and formatting changes were identified.

4. Board

a. Board Self-Evaluation

Susanne confirmed that she will re-send the survey link to the board.

b. Board Orientation

Members felt that the updated board orientation was effective and clear. It was recommended that more specific language be used to describe when existing board members are encouraged to participate in orientation and training activities.

5. Policy

a. Draft Food Handling Policy

Members reviewed the additional updates made to the policy based on information provided by Toronto Public Health.

6. Other Business

Susanne provided an update on the ongoing job evaluation process.



Board & Board Committee Meeting Schedule Jul 2026 – Jun 2027

- All meetings are open to the public except when confidential information is being discussed.
- In person meetings are held at 60 Woodfield Road, Archive Room.
- To participate in a meeting please email sburkhardt@applegrovecc.ca no later than one day prior to the scheduled meeting. A link with instructions will be emailed to you.

BOARD - Mondays 7:00 -9:00pm

Jul 13, 2026	(in-person)	Feb 8, 2027	(In person)
Sept 15, 2026	(in person)	Mar 8, 2027	(virtual)
Oct 5, 2026	(virtual)	Apr 12, 2027	(in-person)
Nov 9, 2026	(in person)	May 10, 2027	(virtual)
Jan 11, 2027	(virtual)	Jun 1, 2027 AGM	(in person)

COMMITTEES OF THE BOARD

Membership, Outreach & Inclusion – TBD (virtual)

Sept , 2026	Feb , 2027
Oct , 2026	Mar , 2027
Nov , 2026	Apr , 2027
Dec , 2026 (if needed)	May , 2027
Jan , 2027	

Strategy & Finance – TBD (virtual)

Sept , 2026	Jan , 2027
Oct , 2026	Feb , 2027
Nov , 2026	Mar , 2027
Dec , 2026 (if needed)	Apr , 2027
	May , 2027

Personnel & Policy – TBD (virtual)

Sept , 2026	Jan , 2027
Oct , 2026	Feb , 2027
Nov , 2026	Mar , 2027
Dec , 2026 (if needed)	Apr , 2027
	May , 2027

Program Update – May & June 2026

Prenatal Program

- Faced some remote tech challenges in June, which may require upgrading some equipment.

EarlyON Programs

- Saturday Gross Motor Program wrapped up for the summer at end of June.
- Evaluation was resent out to capture feedback from the Saturday families.
- Drag Story time hosted at the Food Hub which was well attended.
- Long term employee retired end of June and an internal candidate has replaced them.

Afterschool

- Mothers and Father's Day celebrations held, including a year end carnival celebration.
- Program is on track to exceed its original fundraising goal for the year.
- 81/85 spots confirmed for next year, projected to be full in September based on waitlist.

Summer Camp

- Camp staff hired and trained in June.
- Permits were finalized. Reduced the schedule of special rooms (cafeteria/gym/kitchen) to reduce total costs.

Youth Programs

- Community Bingo Night was successful, seeing 72 community members attend. A youth staff was able to solicit some really incredible prizes from the community!
- Program wrapped up mid June and final reporting is underway.
- Registration remains low for Youth Summer Leadership (50% enrollment).

Older Adults

- A Community Development student is supporting the creation of Art Programming for the fall. They were also hired as the new Program Worker.
- June celebration was held for Seniors Month at the Food Hub and included a performance from our senior-led Ukulele Club.
- A hybrid Chair Dance program through Dancing With Parkinson's was piloted successfully and will be added to the programming for the summer.
- Piloted "Spanish Social" program vs Beginner and Intermediate Spanish Classes in June.

Food Hub

- Monthly cooking workshops taking place, looking for more chefs who can also facilitate.
- Line Dancing moved to the Hub for the summer due to seasonal space constraints.
- Next Repair Café scheduled for August 22.
- Volunteer Lounge almost completed and kitchen use/flow planning with chefs underway.
- New sanitizer to be installed for reusables pilot program (City circular economy grant).



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Board of Directors Meeting – July 13, 2026

AGENDA

8:15

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of May 11 Board of Directors Meeting (*attached*)
4. Homologation of July 13, 2026 Board of Management resolutions

8:20

5. Standing Committees
 - 5.1. Membership, Outreach & Inclusion Committee Report – no meeting
 - 5.2. Strategy & Finance Committee Report – no meeting

8:20

8. Board
 - 8.1. Board Meeting Schedule (*attached*)
 - 8.2. Officers and Committees
 - i) Confirm Officers
 - ii) Confirm Committee Members

8:25

6. Directors' Concerns

8:30

7. Adjournment

Next Meetings and Events

Staff-Board Summer social – date TBC



Minutes of the Board of Directors Meeting

May 11, 2026 – 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, Emily Cho, Jean Lim O'Brien, Kirstin Vanderpark, Pat Jordan, Tammy Rogers, Juanita Morris

Regrets: Councillor Fletcher

Staff: Susanne Burkhardt, Josh Grainger (Recorder), Monica Vela

Guests: Kathryn Edgett-Emirzian (Board Candidate), Robert Miller (Board Candidate).

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.

3. Minutes of April 13, 2026 Board of Directors Meeting

MOTION (Buchan/Morris)

To accept the minutes of the April 13, 2026 Board of Directors meeting.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Jordan/Vanderpark)

To homologate the resolutions made by the Board of Management at its May 11, 2026 meeting as presented:

- *To receive the minutes of the April 13, 2026 Board of Management meeting.*
- *To receive the Year to Date Financial Report.*
- *To approve the transfer of funds from the 2025 and 2024 year-end Program operating surpluses to reserve funds as follows:*
 - *\$74,671 from the 2025 and \$10,739 from the 2024 year-end Program operating surpluses to the Operating Reserve Fund;*
 - *\$5,000 from the 2024 year-end Program operating surplus to the Infrastructure Reserve Fund; and*
 - *\$25,000 from the 2024 year-end Program*

operating surplus to the Organizational Planning and Development Reserve Fund.

- *To approve the allocation of funds deferred from 2025 to the initiatives set out in the deferred funds proposal as presented.*
- *To approve the 2026 Memorandum of Understanding between Applegrove and the Neighbourhood Food Project.*
- *To receive the Program Update.*
- *To receive the Executive Director's Report.*

5. 2025 Audited Financial Statements

MOTION (Lim O'Brien/Buchan)

To approve the 2025 Audited Financial Statements as prepared by Doane Grant Thornton.

Carried

6. Standing Committees

6.1. Membership, Outreach & Inclusion Committee Report

The committee received an update on the initiative focused on capturing stories and artifacts that reflect belonging across the agency. This work is intended to help guide organizational direction, support DEIB planning, and strengthen future marketing and fundraising efforts.

6.2. Strategy & Finance Committee Report

Work is underway on the fundraising strategy and strategic plan report. An HST audit was recently completed with no issues identified. A question was raised about board finance training and several members expressed interest in completing the training.

MOTION (Lim O'Brien/Buchan)

To accept the Membership, Outreach & Inclusion Committee Report.

Carried

MOTION (Jordan/Morris)

To accept the Strategy & Finance Committee Report.

Carried

7. Directors' Concerns

None.

8. Adjournment

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

Chair

Secretary