



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

**Board of Management Meeting
September 14, 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 July 13, 2026 Board of Management Meeting (*attached*)

7:10

- F. Finance
 - F.1. 2026 Admin Budget Update
 - F.2. Year-to-date Financial Report (*attached*)
 - F.3. 2027 Core Admin Budget Submission (*sent separately*)
 - F.4. Credit Card and EFT Transaction Limits

7:40

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

- G. Program and Personnel Discussion

Motion needed to return to the public meeting.

7:55

- I. Board
 - I.1. Board Member Resignation
 - I.2. Board Orientation
 - I.3. Board Learning Moment: Reporting Requirements for Board Changes

8:10

- J. Personnel & Policy Committee

8:10

- K. Program Update (*attached*)
- L. Executive Directors Report
 - L.1. EarlyON Program
- M. Correspondence Received
 - M.1. City Funding Acknowledgement

8:30

- N. Adjournment

Minutes of the Board of Management Meeting

July 13, 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, David Hoang, Emily Cho, Jean Lim O'Brien, Kirstin Vanderpark, Lesley Nilsson, Tammy Rogers, Sara Ehrhardt

Regrets: Kathryn Edgett-Emirzian, Pat Jordan, Councillor Fletcher

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

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 held.

C. Indigenous Land Acknowledgment

Tammy read the City's Indigenous Land Acknowledgment and African Ancestral Acknowledgement. Members briefly discussed how the board's reflection and learning moments originated and the value of integrating reflective practices into board culture.

D. Declaration of Conflicts of Interest

None declared.

E. Minutes of May 11 Board of Management Meeting

MOTION (Vanderpark/Hoang)

To approve the minutes of the May 11, 2026 Board of Management meeting.

Carried - 7 votes in favour, 1 abstention

F. Finance

F.1. Year to Date Financial Report

Monica presented the year-to-date report. Revenues in Admin and Program budgets are slightly ahead of plan and expenses underspent due to factors including staffing timelines, delayed payments, and activities scheduled later in the year. Members asked clarifying questions about non-charitable donations, onboarding timeline for the Volunteer Coordinator and whether staffing funds must be fully used within the year.

F.2. Q2 Program Budget Forecast

The board reviewed the Q2 Program Forecast, which reflects higher revenues from deferred 2025 fundraising, new seniors-program grants and stronger summer camp funding, alongside corresponding increases in program expenditures. Members discussed participation levels in the Summer Leadership program.

MOTION (Hoang/Cho)

To receive the year to date financial report.

Carried, - 7 votes in favour, 1 abstention

MOTION (Vanderpark/Cho)

To approve the Q2 Program Budget Forecast.

Carried - 7 votes in favour, 1 abstention

MOTION (Vanderpark/Hoang)

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

Carried - 7 votes in favour, 1 abstention

G. In Camera Minutes of May 11, 2026 Meeting

MOTION (Hoang/Cho)

To return to the public meeting.

Carried - 7 votes in favour, 1 abstention

MOTION (Vanderpark/Hoang)

To approve in camera minutes of the May 11, 2026 Board of Management meeting.

Carried - 7 votes in favour, 1 abstention

H. Board

H.1. Board Learning Moment

The board received a brief overview of the *Political Activity for Local Boards* briefing document issued by the City's Integrity Commissioner, and were reminded to contact the Integrity Commissioner for clarification as needed.

Brian departed the meeting.

H.2. Board Orientation

Orientation activities were reviewed. Members explored options for Applegrove 101 such as combining it with a site visit, using it as review after members read the manual, or integrating it with a board meeting as an extended learning session. A request has been made to the City for a Pay Equity information session for board members. Members discussed how pay equity may be funded.

H.3. Board Meeting Schedule

An amendment was proposed to change the September board meeting date from the 15th to the 14th in the circulated schedule.

MOTION (Cho/Hoang)

To approve the proposed 2026-2027 board meeting schedule as amended.

Carried - 6 votes in favour, 1 abstention

H.4. Officers and Committees

I. Select Officers

The board confirmed that all current officers will continue in their roles for an additional one-year term.

II. Select Committee Members

The members shared their preferences and experiences for the different committees and selections were made.

MOTION (Hoang/Cho)

To appoint the Officers as proposed, for a 1-year term to start as of July 13, 2026:

-Chair: Tammy

-Vice-Chair: Kristin

-Treasurer: Brian

-Secretary: Pat

Carried - 6 votes in favour, 1 abstention

MOTION (Vanderpark/Cho)

To approve the standing committee membership and chairs as proposed for a 1-year term to start as of July 13, 2026:

-Personnel & Policy Committee: Tammy (chair), Kathryn, Kristin

-Strategy & Finance Committee: Brian (chair), Emily, Jean

-Membership, Outreach & Inclusion Committee: David (Chair), Lesley, Pat

Carried - 6 votes in favour, 1 abstention

I. Personnel & Policy Committee Report

The report was presented and members discussed several governance items, including the Executive Director's performance, succession planning, board self-evaluation, and updates to board orientation materials.

I.1. Q2 Policy Work Plan Report

Members reviewed the report and noted that overall progress is on track for the year.

MOTION (Hoang/Nilsson)

To accept the Personnel & Policy Committee Report.

Carried - 6 votes in favour, 1 abstention

MOTION (Vanderpark/Hoang)
To receive the Q2 Policy Work Plan Report.
Carried - 6 votes in favour, 1 abstention

J. Program Update

Josh presented the report, highlighting the EarlyON Saturday program and staff transition, Afterschool fundraising and registration, Camp staffing, and the youth-led Bingo Night event. Summer Leadership enrollment remains low, Older Adult programs added new pilots and the Food Hub is preparing for the next Repair Café.

K. Executive Directors Report

Office space is increasingly crowded and additional touchdown desks will be set up. The Food Hub lease is progressing with an MOU to accompany the lease in development. The City has approved the audited financial statements. There has been no progress on our cloud-based tool issues, which have been escalated with the City. The East End Music Fest team requested leads for possible sponsors and approval to purchase stage curtains rather than rent them.

L. Correspondence Received

None.

MOTION (Hoang/Vanderpark)
To accept the Program Update.
Carried - 5 votes in favour, 1 abstention

MOTION (Vanderpark/Cho)
To accept the Executive Director's Report.
Carried - 6 votes in favour, 1 abstention

MOTION (Vanderpark/Hoang)
To approve the purchase of curtains at a total cost of \$5,606.70.
Carried - 6 votes in favour, 1 abstention

M. Adjournment

The meeting was adjourned on a motion by Emily Cho, seconded by David Hoang.

Chair

Secretary

FINANCIAL VARIANCE REPORT

For the period ended August 31, 2026 (January 1 to August 31)

City of Toronto Admin Budget

REVENUE

Total budget revenue for 2026	\$830,441
YTD budget gross revenue	\$554,194
YTD actual gross revenue	\$554,161 a unfavourable variance of \$33

The favourable variance reflects:

- \$33 interest revenue a bit lower than budgeted

EXPENSES

Total budget expenses for 2026	\$830,441
YTD budget gross expense	\$530,514
YTD actual gross expense	\$476,719 a favourable variance of \$53,795

The positive favourable variance reflects:

- 10.7% and 18.9% underspending in salary and benefits due to:
 - Office Coordinator hired May 4, working additional hours to year end
 - Volunteer Coordinator hired August 24, working additional hours to year end
 - 34.4% and 41.9% overspent in furniture/equipment and materials/supplies respectively to reconfigure and prepare the office to accommodate additional staff

ADMIN - Applegrove Community Complex - August 31, 2026

	YTD Actual	YTD Budget	YTD Variance	%	Notes
REVENUE					
City of Toronto	553,627.33	553,629.00	-1.67	▼ 0.0%	
Miscellaneous	534.03	565.00	-30.97	▼ -5.5%	Alterna bank interest
Revenue Total	554,161.36	554,194.00	-32.64	▼ 0.0%	
EXPENSES					
Furniture and Equipment	6,344.32	4,720.00	1,624.32	▲ 34.4%	Office reorganization to accommodate new staff
Materials and Supplies	4,972.72	3,504.61	1,468.11	▲ 41.9%	Increased postage cost
Purchased Services	122,310.73	128,911.36	-6,600.63	▼ -5.1%	New CRM system not installed as projected
Subtotal	133,627.77	137,135.97	-3,508.20	▼ -2.6%	
Salaries and benefits					
Benefits	84,588.41	104,054.56	-19,466.15	▼ -18.7%	Lower than expected due to eligibility and uptake
Salary	258,502.41	289,323.12	-30,820.71	▼ -10.7%	Volunteer Coordinator any discrepancy will reduce
Subtotal	343,090.82	393,377.68	-50,286.86	▼ -12.8%	
Total Expenses	476,718.59	530,513.65	-53,795.06		
Excess revenue over expenses	77,442.77	23,680.35	53,762.42		

Program Budget Forecast

REVENUE

Total forecast revenue for 2026	\$1,173,671
YTD forecast gross revenue	\$ 877,097
YTD actual gross revenue	\$ 856,644 a favourable variance of \$20,454

The favourable \$20,454 variance primarily reflects:

- One grant received that had not been forecasted for as they were not known:
 - \$3,000 TNC Tax grant
 - Small changes in other revenue sources
 - Calendarization

EXPENSES

Total forecast expenses for 2026	\$1,157,186
YTD forecast gross expense	\$ 764,865
YTD actual gross expense	\$ 771,099 unfavourable variances of \$6,235

The \$6,235 unfavourable expense variance primarily reflects:

- Calendarization of expenses because of new budgets, allocated funds, and expenditure dates not yet specified.

PROGRAM - Applegrove Community Complex - August 31, 2026

	YTD Actual	YTD Forecast	YTD Variance	%	Notes
Revenue					
Charitable Donations - Business	20	20	-		
Charitable Donations - Indivs	42,775	38,849	3,925	10.10%	2025 Deferred Revenue
Charitable Organizations	5,259	1,430	3,829	267.72%	
City of Toronto	298,410	304,783	- 6,374	-2.09%	
Federal Government	60,429	65,634	- 5,205	-7.93%	
Foundations / Corporations	35,819	19,167	16,652	86.88%	2025 Deferred Revenue
Fundraising	3,960	6,970	- 3,010	-43.19%	Music Fest timing
Miscellaneous	25,773	27,707	- 1,934	-6.98%	
Non-charitable Donations - Indivs	60		60		
Other Income	2,040		2,040		
Province of Ontario	61,633	45,437	16,196	35.65%	Two payments received to be deferred
User Fees	340,921	346,646	- 5,726	-1.65%	
Total Revenue	877,097	856,644	20,454	2.39%	
Expenses					
Furniture and Equipment	8,142	4,495	3,646	81.11%	Calendarization, timing, EarlyON set up, AS fall prep
Materials and Supplies	111,095	101,198	9,897	9.78%	
Purchased Services	121,182	152,005	- 30,823	-20.28%	Timing e.g. Food Hub, Music Fest, training
Total expenses	240,419	257,698	- 17,279	-6.71%	
Salaries					
Benefits	83,732	63,708	20,024	31.43%	Eligibility and uptake, allocations to be done
Salary	440,714	449,694	- 8,980	-2.00%	
Salaries Total	524,446	513,402	11,044	2.15%	
Total expenses	764,865	771,100	- 6,235	-0.81%	
Excess revenue over expenses	112,232	85,544	26,689	31%	

APPLEGROVE COMMUNITY COMPLEX

Statement of Financial Position - vs prior year

GroupName	YTD		Variance	
	2026	2025	Value	Percentage
Assets				
Cash	354,732.10	622,486.23	(267,754.13)	(43.01%)
Short Term Investments	613,933.84	209,499.18	404,434.66	193.05%
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	0.00	0.00	0.00	0.00%
Accounts Receivable	34,475.28	5,858.35	28,616.93	488.48%
Prepaid Expenses	5,729.93	33,109.00	(27,379.07)	(82.69%)
Current Assets	1,029,994.67	888,865.40	141,129.27	15.88%
Tangible Capital Assets	19,629.26	20,576.21	(946.95)	(4.60%)
Other Assets	161,244.00	175,538.00	(14,294.00)	(8.14%)
Total Assets	1,210,867.93	1,084,979.61	125,888.32	11.60%
Liabilities				
Due to the City	298.51	30,501.93	(30,203.42)	(99.02%)
Accounts Payable and accrued liabilities	232,961.59	184,262.24	48,699.35	26.43%
Deferred revenues	109,059.88	113,653.48	(4,593.60)	(4.04%)
Total Current Liabilities	342,319.98	328,417.65	13,902.33	4.23%
Post-Employment Benefits Payable	161,244.00	175,538.00	(14,294.00)	(8.14%)
Amortization of Deferred Capital Contributions	5,555.06	13,592.22	(8,037.16)	(59.13%)
Total Current and Long Term Liabilities	509,119.04	517,547.87	(8,428.83)	(1.63%)
Net Assets				
Unrestricted program funds	287,985.64	301,747.65	(13,762.01)	(4.56%)
Contribution/Deficit in current year	188,353.25	128,347.26	60,005.99	46.75%
Internally restricted - reserves	225,410.00	135,000.00	90,410.00	66.97%
	701,748.89	565,094.91	136,653.98	109.16%
	1,210,867.93	1,082,642.78	128,225.15	11.84%

Program Update – July & August 2026

Prenatal Program

- New nurse volunteer who will start to offer workshops in the program.
- Due to weather and logistic challenges in-person sessions remained indoors this summer but offered at an earlier time.

EarlyON Programs

- An internal worker has been hired to replace the long term employee who retired in June.
- Park programming was hugely successful this summer.
- The program saw much higher numbers throughout the summer compared to the last several years.
- Planning a free bus trip for participants to an apple picking farm in September.
- Two musical acts have been hired for the East End Music Fest Jr. event on October 3.
- Program was closed for a day and half in August for floor cleaning.

Afterschool

- Program staff have been hired with many returning hires. Two new staff who came through our Youth Leadership and FOYT summer programs.
- Full day training planned for September 1.
- We have hired a new Program Lead, as an existing Lead was hired to fill the vacant EarlyON position.
- We have filled the program for the start of the school year (85 children).

Summer Camp

- Studio filming for a Netflix show had the camp go offsite for 3 separate days of filming –the company donated over \$10,000 to Applegrove for the camp to go to Wet N Wild, The Zoo and Tree Top Trekking! A special thank you will go out in our next newsletter.
- There was one formal complaint from a parent.
- One Junior Counsellor resigned at the end of the summer. Feedback from other staff during their end of summer evaluations all stated that the team became very close and it was a positive team environment and they felt well supported from the leadership team.
- Program Evaluations will be circulated to families in the first week of September.
- There was several instances where permitted spaces were not opened on time by the caretakers, an issue that was escalated to the TDSB by management.

Youth Programs

- Saw a slight increase in summer registrations but still lower than expected.
- Program highlights included a trip to the RBC trading floor and Spin Master Toys headquarters as well as running a special event for the camp.
- School year positions were posted at the end of August and hiring is ongoing.

Older Adults

- Launched a hybrid Dancing With Parkinsons(DWP) Chair Dance class through the summer.
 - Plan to move this program to the Food Hub in September due to space and internet capacity in the lounge
 - Met with DWP about becoming an official partner which would provide us with some funding and an in-person instructor once or twice a month.
- The seniors took a bus to Couburg to enjoy the beach and small town.
- We have begun planning and launching new art programming for the seniors based off the findings from both an in-person advisory meeting and an online pulse survey.
 - Small groups of seniors went to Dusk Dances and Shakespeare in the Park both at Withrow Park, and to a play during the Fringe festival celebrating Caribbean pioneers who immigrated to Toronto.
 - Hiring for a Ukulele Instructor to continue our Ukulele Club is ongoing.
 - A series of workshops and trainings are under development to help our seniors become peer-facilitators for future art workshops.

Food Hub

- Repair Café on August 22 was another success, are booking another date in November.
- Monthly cooking workshops taking place, looking for more chefs who can facilitate.
- Line Dancing enjoyed the Hub for the summer and will return to SH Armstrong the second week of September.
- More facility improvements were made this summer:
 - A beautiful new mural going up the main entrance stairs was painted by Métis artist Josh LeClerc, through an ongoing EEU-East End Arts partnership project
 - The Sanctuary was upgraded with new flooring, a new portable stage and two sets of performance backdrop/sound curtains
- Partner Program Committee that meets monthly to advance joint programming and communications, including:
 - Launch of monthly East End Food Hub newsletter in early August.
 - Applegrove and Nourish are set to plan a community movie night, support children's programming at the community dinners and Applegrove will run a few drives to support Nourish throughout the year.
 - Applegrove and Nourish had booths at the LFM and will continue to do so monthly until they return indoors.
 - New volunteer cooking program will launch on September 22 - "Cooking to Nourish" to prepare and package meals for the community, with most going to Nourish East End.
 - As a potential new source of revenue generation, Nourish piloted an educational Cooking Workshop aimed at corporations/business as a team building opportunity.



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**Board of Directors Meeting
September 14, 2026**

AGENDA

8:30

1. Call to Order/Adoption of Agenda
2. Declaration of Conflicts of Interest
3. Minutes of July 13, 2026 Board of Directors Meeting (*attached*)
4. Homologation of September 14, 2026 Board of Management resolutions

8:35

5. Board
 - 5.1. Director and Officer Service Address

8:45

6. Standing Committees
 - 6.1. Membership, Outreach & Inclusion Committee Report
 - 6.2. Strategy & Finance Committee Report

8:45

Funding and Fundraising

7. City of Toronto - Community Service Partnerships Grant
8. East End Music Fest

8:55

9. Directors' Concerns

9:00

10. Adjournment

Next Meetings and Events

October 5	Board Meeting (virtual)
October 17	East End Music Fest



Minutes of the Board of Directors Meeting

July 13, 2026 – In-Person

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

Present: David Hoang, Emily Cho, Jean Lim O'Brien, Kirstin Vanderpark, Lesley Nilsson, Tammy Rogers

Regrets: Kathryn Edgett-Emirzian, Pat Jordan, Councillor Fletcher

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

Guest: Sara Ehrhardt

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

None.

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

MOTION (Hoang/Cho)

To approve the minutes of the July 13, 2026 Board of Directors meeting as presented.

Carried

4. Homologation of Board of Management Resolutions

MOTION (Jordan/Vanderpark)

To homologate the resolutions made by the Board of Management at its July 13, 2026 meeting as presented:

- *To receive the minutes of the May 11, 2026 Board of Management meeting.*
- *To receive the year to date financial report.*
- *To receive the Q2 Program Budget Forecast.*
- *To receive the Personnel & Policy Committee Report.*
- *To receive the Q2 Policy Work Plan Report.*
- *To receive the Program Update.*
- *To receive the Executive Director's Report.*
- *To approve the purchase of curtains at a total cost of \$5,606.70.*

5. Standing Committees

5.1 Membership, Outreach & Inclusion (MOI) Committee Report

No Meeting held, no report.

5.2 Strategy & Finance (SF) Committee Report

No Meeting held, no report.

6. Board

6.1. Board Meeting Schedule

An amendment was proposed to change the September board meeting date from the 15th to the 14th in the circulated schedule.

MOTION (Hoang/Nilsson)

*To approve the proposed 2026-2027 board meeting schedule as amended.
Carried*

6.2. Officers and Committees

MOTION (Cho/Nilsson)

To appoint the Officers as proposed, for a 1-year term to start as of July 13, 2026:

-Chair: Tammy

-Vice-Chair: Kristin

-Treasurer: Brian

-Secretary: Pat

Carried

MOTION (Vanderpark/Cho)

To approve the standing committee membership and chairs as proposed for a 1-year term to start as of July 13, 2026:

-Personnel & Policy Committee: Tammy (chair), Kathryn, Kristin

-Strategy & Finance Committee: Brian (chair), Emily, Jean

-Membership, Outreach & Inclusion Committee: David (Chair), Lesley, Pat

Carried

7. Directors' Concerns

None.

8. Adjournment

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

Chair

Secretary