



60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

## **Board of Directors Meeting – February 27, 2023**

### **AGENDA**

#### **7:00**

1. Call to Order/Adoption of Agenda
2. Land Acknowledgement and TRC Call to Action
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of January 30 Board of Directors Meeting (*attached*): to be accepted

#### **7:10**

Motion needed to discuss the next items in camera, as they deal with confidential information.

6. In-Camera Minutes for Board Meeting of January 30, 2023 (*sent separately*)
7. Staffing Updates

Motion needed to return to the public meeting.

#### **7:15**

8. Finance
  - 8.1. Admin Budget Update
  - 8.2. Audit Update

#### **7:20**

9. Standing Committees
  - 9.1. Membership, Outreach & Inclusion Committee Report (*Feb 15 notes attached*)
    - i) Nominations Committee Update
    - ii) DEI discussion
  - 9.2. Strategy & Finance Committee Report (*Feb 15 notes attached*)

#### **7:55**

10. Strategic Planning Update (*confidential briefing note sent separately*)

#### **8:05**

11. Program Statistics 2018 – 2022 (*attached*)
12. Program Update (*attached*)
13. Neighbourhood Food Hub Update (*attached*)

#### **8:25**

14. Directors' Concerns

#### **8:30**

15. Adjournment

## CALL TO ACTION #26 - Justice

### Truth and Reconciliation Commission (TRC)

---

**We call upon the federal, provincial and territorial governments to review and amend their respective statutes of limitations to ensure that they can conform to the principle that governments and other entities cannot rely on limitation defences to defend legal actions of historical abuse brought by Aboriginal people.**

#### **What's happened?**

(Please note this section is about civil litigation. There is no time limit in Canada for filing a criminal complaint for sexual assault.)

There have been no amendments to provincial or territorial statutes of limitation acts specifically regarding historical abuse against Indigenous Peoples. Furthermore, claims of loss of language or culture as historical abuse are statute barred in all provinces and territories.

In January 2019, the Minister of Justice and Attorney General of Canada issued the Directive on Civil Litigation Involving Indigenous Peoples. According to the federal government website, the directive “guides the Government of Canada's legal approaches, positions and decisions taken in civil litigation involving Aboriginal and treaty rights and the Crown's obligation towards Indigenous peoples. Litigation Guideline 14 states that limitations and equitable defences should be pleaded only where there is a principled basis and evidence to support the defence.” “Further, in several cases, the decision was made not to appeal or seek judicial review. This acknowledges the Government of Canada's responsibility to redress past wrongs” The directive, however, does not ban the use of statutes of limitations as a defence. It still allows it to be used when it's deemed justifiable.

Regarding Call to Action #26, the Department of Justice spokesperson says the government “is committed to a renewed nation-to-nation, Inuit-Crown, government to government relationship with Indigenous peoples based on recognition of rights, respect, co-operation and partnership. “The commitment has led to a shift in the way that Canada litigates cases involving Aboriginal rights and titles. “That includes the Crown's conduct in litigation. Respectful litigation, targeted court interventions and reconciliation efforts are three ways the government's mandate helped to shape the conduct of Indigenous litigation. The work is ongoing and it is through this lens that the Department of Justice is currently reviewing Call to Action 26.”

There have been some provincial amendments that have lifted the statute of limitations on sexual abuse cases, paving the way for adult survivors of childhood sexual abuse to take legal action. But none takes into account or gives special consideration to historical abuse overall.

In all provinces and territories except Quebec and P.E.I., sexual abuse survivors can bring forward lawsuits at any time, regardless of how long ago the offence allegedly occurred. This paves the way for adult survivors of historical sexual abuses to file lawsuits.

In 1992, the Supreme Court of Canada ruled that any limitation periods for litigation over childhood sexual assault should not begin to run until the time the plaintiff becomes aware of the harm suffered.

Ontario's Limitations Act was amended in 2016 to remove the limitation period on lawsuits alleging sexual assault. It also has no limitation on lawsuits alleging assault if the claimant was a minor at the time of the assault or was dependent on the person who committed the assault, or on lawsuits alleging misconduct of a sexual nature if the claimant was a minor at the time or the person who committed the misconduct was in a position of authority over the claimant.

Source: CBC Beyond 95 <https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=1>

**Minutes of the Board of Directors Meeting  
January 30, 2023 – In person**

*A neighbourhood partnership fostering community  
through social and informative programs for individuals and families.*

Present: Hamdi Abdo, Trustee Sara Ehrhardt, Simone Hodgson, Vai Teng Law, Sue Munn,  
Eadit Rokach, Andre Riolo, Jim Valentine (Chair)  
Regrets: Shirin Karim, Moneca Yardley  
Staff: Susanne Burkhardt, May Seto (recorder)  
Guest: Allan Mainprize

**1. Call to Order/Adoption of Agenda/Introductions**

Jim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as amended, with addition of the EarlyON budget submission as a new item.

**2. Indigenous Land Acknowledgement**

Jim highlighted TRC Call to Action #25. Eadit shared that the RCMP is an independent body from the Crown and does investigate independently. Susanne was reminded of Scadding Court's Police Complaints Project which included community-based complaint intake.

**3. Welcome and Introductions**

Jim welcomed Allan Mainprize who is interested in Applegrove's Board. He is a retired school principal and lives in the catchment. Members introduced themselves.

**4. Declaration of Conflicts of Interest**

Sara Erhardt declared a conflict of interest with any discussions related to Ralph Thornton Centre as her spouse works there, and will recuse herself as necessary.

**5. Minutes of November 28 Board of Directors Meeting**

**MOTION** (Munn/Law)

*To accept the minutes of November 28, 2022 Board Meeting.*

**Carried**

**6. In Camera Minutes for November 28 Board Meeting**

**MOTION** (Hodgson/Munn)

*To accept the in-camera minutes of the November 28, 2022 board meeting.*

**Carried**

## 7. Staffing Updates

**MOTION** (Munn/Law)

*To discuss the next items in camera (without guests or staff other than the relevant staff), as it deals with confidential information.*

**Carried**

See confidential notes.

**MOTION** (Rokach/Law)

*To return to the public meeting.*

**Carried**

## 8. Audit Update

Susanne reported that staff are starting to gather materials for the audit. We are bringing in Mark to help pull together the statements and other materials.

Susanne provided an overview of Applegrove's City budget process, which includes a budget submission in fall which goes through the City budget process. The first step is for City staff to review and make recommendations to Council for debate. Susanne informed members that City staff have recommended what Applegrove submitted.

## 9. Standing Committees

### 9.1. Strategy and Finance Committee Report

Susanne provided an overview of the committee notes. Members reviewed all finance policies and recommended updates. Applegrove needs to develop a procurement policy that is with City policy. Susanne also shared that we don't have a current agreement with our IT consultant, which is a problem because they have access to sensitive information.

### 9.2. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the notes which focused on board priorities and number of board vacancies. Committee members updated the flyer and job description and modified recruitment materials to make it more appealing. AGM planning is underway and the following was suggested:

- Plan some activities so it's more interactive
- Operate a food market
- Find unique ways to gain info – survey for strategic planning
- Create a social aspect to the meeting

Shirin provided an update on ideation sessions and shared that there will be a board-staff DEI committee so they have more opportunity to come together. The staff know this is coming and the TRC staff committee work will be part of this committee.

**MOTION** (Abdo/Riolo)

*To accept the December 7 SF Committee Report.*

**Carried**

**MOTION** (Rokach/Abdo)

*To accept the January 24 SF Committee Report.*

**Carried**

**MOTION** (Law/Hodgson)

*To accept the December 15 MOI Committee Report.*

**Carried**

**MOTION** (Hodgson/Abdo)

*To accept the Jan 18 MOI Committee Report.*

**Carried**

**10. Organizational Commitment to Action on the Recommendation of the Truth and Reconciliation Commission (TRC) of Canada**

Applegrove is a member of Toronto Neighbourhood Centres, which offers a lot of training and does a lot of work on DEI. This document asks agencies to take action on TRC as their responsibility as part of the non-profit sector, and makes a public statement that Applegrove commits to doing this work. The committee recommends that the Board adopt the statement.

**MOTION** (Hodgson/Law)

*To adopt the Organizational Commitment to Action on the Recommendation of the Truth and Reconciliation Commission of Canada, developed by the Toronto Neighbourhood Centres.*

**Carried**

**11. Risk Register**

Susanne highlighted Applegrove's top five risks which include facility relocation, the Neighbourhood Food Hub, Applegrove's staffing model, the TDSB lease, and DEI.

**12. Strategic Planning**

Susanne presented the final RFP, which was revised with Strategy & Finance Committee feedback. Revisions included addition of minimum deliverables and a realistic timeline. Once the board approves the RFP, Susanne will post it. An evaluation committee of at least three people is needed to evaluate the proposals.

**13. Program Update**

May provided an overview and key highlights.

#### **14. Neighbourhood Food Hub Update**

Susanne provided an update. Councillor Fletcher requested an overview and impact report for 2021 and 2022, which was submitted to her a week ago.

Susanne would like to invite Daniel and East End United Regional Ministry to the February meeting. Members suggested an in-person meeting with dinner.

Susanne reminded members of the incident last summer, which involved complaints about behaviour of former food bank employee and impacted relationships at Glen Rhodes. East End Regional United Ministry (EEU) brought in a third-party mediator to investigate and help with the situation, who identified diverse contributing factors on the part of EEU, the food bank and the food hub. The pressures of COVID also meant that relationships did not have time to develop as they would have otherwise. A follow up meeting with the mediator was positive and identified the need to work together more closely and look at where operations could be shared. A good relationship is being established with the new Program Director at the food bank.

A future shared goal is to transform the sanctuary into a multi-purpose event space. One member shared that Beaches United has removed all their pews so the space is multi-functional. Susanne and Daniel are supporting EEU with a grant application to the federal Green and Inclusive Communities grant program.

#### **15. Directors' Concerns**

None

#### **16. Adjournment**

The meeting was adjourned on a motion by Vai Teng Law, seconded by Hamdi Abdo.

---

Chair

---

Secretary

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee

February 15, 2023 at 7:00 p.m.

---

Present: Pierre Bois, Shirin Karim, Vai Teng Law

Absent: Hamdi Abdo, Andre Riolo

Staff: Susanne Burkhardt, Josh Grainger, May Seto (recorder)

#### 1. Welcome

#### 2. January Meeting Notes – no changes needed

#### 3. Stats & Service Levels

Susanne reviewed the program visits over 5 years and highlighted trends and key numbers. Some programs have grown and many are getting back to normal after COVID. Drop-In programs remain low, and show an overall downward trend.

Susanne provided information on program utilization and capacity levels, in relation to future estimated population increases in the community. She will share the document prepared for Social Development, Administration & Finance (SDFA) with members after the meeting.

Program evaluations will be presented at the next meeting.

#### 4. Nominations Committee

##### a. Recruitment Update

To date 4 people have expressed interested, possibly 5 but no nomination forms have been received yet. There are 6 vacancies and Sue is up for re-election. A focus is needed on targeted outreach with respect to diversity and finance, and on being more proactive in programs. More outreach will also need to be done through a Facebook post, Instagram and send an email to afterschool parents. Susanne will invite interested candidates to the next board meeting. The committee will evaluate the candidates by reviewing applications and calling applicants as applicable, then put forward a list.

#### 5. AGM Planning

The committee reviewed and approved the draft agenda. The suggestion of food vendors for dinner was discussed. May suggested issuing meal tickets to control amount of food ordered and cost. Next steps include sending out the invitation and working on the annual report.

#### 6. Diversity, Equity and Inclusion (DEI)

##### a. DEI Policy Update

Susanne has begun to draft DEI policy using the template provided by Lunaria.

##### b. Board-Staff DEI Committee

There has been a call out for staff to join the Board-staff DEI Committee. One staff member has been confirmed to date. The DEI Committee will be tied to this committee, and will meet for the first time at the beginning of the next MOI Committee meeting.

c. DEI Journey Discussion

Shirin provided a presentation on Applegrove's DEI journey. Her research showed 5 stages of DEI maturity:

- Aware
- Compliant
- Tactical
- Integrated
- Sustainable

Applegrove is at step 1 of our journey. Shirin led the group through discussion questions on what DEI means for committee members and the agency to initiate the process of exploring and articulating what DEI means at Applegrove. This is a key step recommended by the consultants. Shirin documented the discussion, to be shared in future conversations with board and staff.

Another staff ideation session will be planned in March.

**7. Committee Workplan**

The committee is on track with the workplan.

**8. Other Business**

a. Meeting time

It's fine for the time being but may change with new members.

b. Policy in place

For AS and SC, Applegrove will not be refunding fees if less than 2 days of closure and beyond our control. (ie., school closures or snow day)

**Next meetings**

March 15

## APPLEGROVE COMMUNITY COMPLEX

### Strategy & Finance Committee – Notes

February 15 at 5:30 p.m.

---

Present: Eadit Rokach, Moneca Yardley  
Staff: Susanne Burkhardt, May Seto (recorder), Monica Vela  
Regrets: Simone Hodgson

**1. Welcome**

**2. January 18 Meeting Notes – no changes needed**

**3. Finance**

a. Admin Budget Update – no update

b. Preliminary Financial Statements

Monica provided an overview of the first draft, highlighting positive and negative variances from budgeted revenue and expenses. These figures will likely change in part because not all accruals and deferrals are included. A negative variance in admin budget expenses largely reflects salary and benefit costs due to unforeseen management salary adjustments that were approved by the board and for which Applegrove submitted a budget adjustment form that was approved by Social Development, Finance & Administration (SDFA). It is expected that the program budget will show a surplus.

c. Audit

The auditors will come tomorrow and will send samples tonight. Mark is providing support in drafting the statements. This year the audit includes a focus on IT and cybersecurity. It is good that Applegrove has done work in this area over the past year.

i. Fraud Questionnaire

The Committee reviewed the draft fraud questionnaire, which addresses controls or conditions with regards to fraud prevention and identification. Susanne highlighted key areas with the committee members. Members felt that the responses were adequate and appropriate.

ii. Control Environment Questionnaire

Susanne highlighted question #2, which relates to oversight by those charged with governance. Members are asked to review the rest of the document independently and provide feedback. It was suggested that on a go forward basis, one finance procedure/process is reviewed at each Committee meeting, for presentation to the Board.

#### **4. Organizational Planning**

##### **a. Strategic Planning RFP**

Susanne shared that the submission deadline is Friday. Two submissions have been received so far. The Committee discussed the evaluation process, which should include two board members. Moneca would like to participate and Susanne will reach out to the board to identify another members. It was also suggested that a staff member be involved as they may have a different perspective.

The Board-Staff Strategic Planning Working Group will be linked to this Committee. Other interested board members are welcome to participate and Josh and Jared will represent. It was suggested that the working group meet as part of the next meeting of this committee.

##### **b. Relocation – Service Overview**

Susanne provided an overview of a service level analysis done for SDFA. This shows Applegrove service levels for 2019 and 2022, and projected estimates of future levels based on development pipeline population growth estimates, program by program. This will inform the ongoing discussion on relocation at the City.

#### **5. Partnerships and Grants**

##### **a. Grants – A year to date summary of applications was shared with members.**

##### **b. Neighbourhood Food Hub (NFH) – The Councillor has not yet provided feedback on the NFH overview and 2021/2022 report submitted by Daniel and a date has not yet been set for a follow-up meeting. The next joint partnership meeting between the NFH, Nourish and East End United Regional Ministry is scheduled for March 3.**

#### **6. Risk Management**

##### **a. Cybersecurity Update**

An Applegrove cybersecurity incidence response plan has been drafted for reviewed with the City. Susanne is concerned that Applegrove continue to have access to in-house staff support for IT and cybersecurity and has asked other AOCCs for job descriptions. The confirmation program with the City identified that Applegrove lacks appropriate agreements with contractors who work with our IT systems. The Office of the Chief Information Security Officer (CISO) will assist in developing agreements.

#### **7. Annual Committee Work Plan**

Members should review on their own. Susanne will circulate it after the meeting.

#### **8. Other Business - none**

#### **Next Meetings**

March 15

## APPLEGROVE PROGRAM UTILIZATION STATISTICS

### 2018–2022

#### Notes

- Averages are based on the number of years that the program was offered
- Due to the pandemic, not all programs have operated continuously:
  - Afterschool Satellite did not operate during 2020
  - AG Connection EarlyON closed Mar 2020, re-opened Sept 2022 in new location (Glen Rhodes)
  - Summer Leadership was not offered in 2020
  - Hours for the Teen Program were significantly reduced in 2020, 2021 and 2022
- There have been some changes to the program selection over 5 years:
  - Junior Leaders program (linked to Afterschool program) is no longer offered
  - As of October 2022 an evening youth leadership program has been offered
- PA Day and Holiday Camp numbers are best estimates based on program capacity and schedule, as PA and strike days are not tracked separately
- 2022 numbers for the Food Hub are not yet fully confirmed

#### **Program Visits over 5 Years (2018 – 2022)**

Number of times any individual attends a program or activity at Applegrove.

*e.g. child in Afterschool Program who attends every day in one week = 5 program visits*

	2018	2019	2020	2021	2022	Avg
Prenatal Program	515	327	557	850	1,118	673
Early ON Parent-Child Centre	9,041	9,053	2,991	1,607	3,708	5,280
EarlyON AG Connection	1,983	2,206	609	-	325	1,281
Over the Rainbow	173		-	-	-	87
After School Program Woodfield	10,614	10,562	6,248	5,986	8,982	8,478
After School Program Satellite	3,290	3,886	-	801	1,478	2,364
PA Day and Holiday Camps	420	420	100	100	388	266
Summer Camp	1,990	2,144	653	1,353	1,703	1,569
Junior Leaders	189	190	-	-	-	190
Summer Leadership	307	274	-	173	209	241
Teen Program	196	200	178	157	60	158
Seniors/Older Adults Program	1,416	1,522	1,249	1,475	3,555	1,843
Income Tax Clinics	88	87	60	67	120	84
Neighbourhood Food Hub	-	500+	5000+	1,455		364
Events/meetings	904	1,582	221	268	394	674
<b>Total</b>	<b>31,126</b>	<b>32,453</b>	<b>12,866</b>	<b>14,292</b>	<b>22,040</b>	<b>22,555</b>

**Unique Individuals Served over 5 years (2018 – 2022)**

Number of Different People Served by Program

*e.g. A child in the Afterschool Program who is in the program from January to December = 1 individual*

	2018	2019	2020	2021	2022	Avg
Prenatal Program	66	36	55	54	84	59
Early ON Parent-Child Centre	1096	1057	274	164	443	607
EarlyON AG Connection	150	150	24	0	66	98
Over the Rainbow	17	11	0	0	0	14
After School Program Woodfield	71	79	86	64	80	76
After School Program Satellite	35	35	28	12	12	24
PA Day and Holiday Camps	60	60	30	33	50	47
Summer Camp	136	152	41	165	231	145
Youth Leadership	9	10	-	-	5	8
Summer Leadership	28	27	0	20	23	20
Teen Program	30	25	16	15	14	20
Seniors/Older Adults Program	144	159	135	156	229	165
Income Tax Clinics	88	87	23	68	120	77
Events/meetings	609	1,582	221	268	394	615
<b>Total</b>	2,539	3,470	933	1,019	1,751	1,942

### Program Hours Delivered over 5 years (2018 – 2022)

	hours 2018	hours 2019	hours 2020	hours 2021	hours 2022	annual avg
Pre/Postnatal Program	74	72	71	74	99	78
Early ON Parent-Child Centre	1,002	935	412	606	1,078	807
EarlyON AG Connection	336	316	80	-	124	171
Over the Rainbow	66	54	-	-	-	60
After School Program Woodfield	672	690	360	333	665	544
After School Program Satellite	672	690	135	216	401	423
PA Day/Holiday Camps	143	143	24	50	110	94
Summer Camp	358	358	272	312	390	338
Youth Leadership	240	240	-	-	32	171
Summer Leadership	120	120	-	60	120	105
Teen Program	128	128	28	47	43	75
Seniors/Older Adults	436	440	236	243	548	381
Income Tax Clinics	132	131	23	63	116	93
Community Meetings/Events	25	50	2	7	20	21
Total	4,404	4,367	1,643	2,011	3,746	3234

#### Highlights

- Overall agency participation showed growth from 2018 to 2019, then decreased significantly during the pandemic due to closures and shifts in participation. Levels are recovering but are overall still lower than in the past.
- Drop-In Programs are recovering more slowly than registered programs, specifically EarlyON, Teen and Agency Events
- Since the Pandemic, the following programs have grown:
  - Prenatal - responded well to an online format
  - Seniors – reflects pandemic needs and addition of a popular line dancing program
  - Income Tax Clinic

## **Program Update – February 2023**

### **Prenatal**

- Participant numbers are going well
- Discussion underway about bringing the program back in-person once a month

### **EarlyON Programs**

- Staff just went through another hiring process for the PC Worker position and was successful in finding a candidate. After accepting the position, the candidate emailed and rescinded her offer. We will be posting again for the position.
- Casual/Relief staff continue to support the program while we re-start a hiring process.
- Numbers have increased at the Duke site since the warmer weather, however, there are still some quiet periods.
- Numbers are low at the Satellite site and there is a plan for outreach

### **Afterschool/March Break Camp**

- We are full again at the Duke site.
- Our Satellite site continues to struggle with 2 more participants withdrawing from the program. Staff have discussed some options for the next school year and are currently polling parents to gauge interest. If we don't increase numbers, we may have to close the program
- Our March Break Camp is full.

### **Youth Programs**

- The Leadership program on Thursdays is going well and participants are enjoying the program. Numbers can be better but we have 5 youth attending regularly
- The Tuesday night drop-in is very slow and not doing well. We may suspend and revisit the program. Staff have discussed revising it to do more leadership courses (babysitting, first aid, etc) which may draw more interest.

### **Older Adults**

- May and Susanne are managing the Older Adults Program while the Adult & Seniors Coordinator is on leave
- We have Casual/Relief Seniors staff running some of the activities.
- Judy, who we hired in November, continues to run Food Champions and has started working to encourage the large group of line dancers to join other activities. They have joined us at the Seniors Active Living Fair, Holiday Party, and New Year's Party.
- Participant number have increased quite a bit and we are seeing new members join.
- Yoga is very popular with 12 regular attendees.
- The New Year's party had 60 in attendance.
- We offered an Asian Dumpling Cooking class which was really successful. 15 attendees.
- Susanne is running book club and participants are enjoying the books and social time.

- The Food Champions program is doing really well. They made all the desserts for the New Year's party and will continue to make meal kits to hand out to vulnerable seniors. They will be also making the desserts for our AGM.
- We hosted a good food market and social at the St. Joe's residence that pretty much sold out. We saw approximately 30 seniors and sold over \$300 in fresh vegetables.

### **Summer Camp and Leadership**

- Registration started in early February, which is earlier than usual. We are doing well and our first 5 weeks of camp are full and have a waitlist.
- Leadership registration is going well too.
- Applegrove offers 8 weeks of summer camp. Cost will be \$150 per week.
- The Leadership program will offer one 2-week session and one 3-week session and will plan a community event again. Cost is \$300 and \$450.

May and Susanne met with all program staff to review program evaluations and plan for the upcoming year. Outreach is a priority for all programs.

## **Neighbourhood Food Hub (NFH) Report – February 2023**

### **Programming**

- The Metcalf grant project (low income entrepreneurship) is going strong. ZED Farms and Otomii are cooking and growing away, and both will be participating in the Hub Community Market and the Leslieville Farmers' Market.
- Healthy Communities grant funds a series of Micromarkets at two community locations and is being delivered in partnership with Eastview. A goal is to create a market model that can continue beyond the funding period.
  - Eastview held a few markets in fall, a Family Day Market and will re-start their outdoor markets at Carlaw and Queen in spring.
  - The first Hub Community Market at the NFH was held on February 19 and was a great success. The vendors did really well, got a lot of pick up on a joint social media post between the NFH and the Leslieville Market (c.a. 200 likes in one hour). Since things picked up so quickly it's expected that the run of weekly funded markets will be completed in advance of the grant end date. The church congregation came out and really enjoyed the market. There is a lot of excitement in the community about future markets.
- NFH/Nourish collaboration to create short videos once per month to bi-weekly featuring simple, easy but creative recipes showing Nourish clients how they can best use the food in their weekly hamper.
- After taking January off to re-group and address some core operational challenges, Club Sandwich is operating again at the NFH as an in-house food security program.

### **Events**

- The NFH team has begun planning the East Side Night Market - the return of a collaborative event held with the LFM and other east end farmers' markets in 2022 - that was a failed fundraising attempt with the NFH due to Rogers outage in 2022, despite drawing over 6000 people to the nearby Greenwood Park. Opportunity to be a major community event and fundraising event in 2023.
- The NFH will be participating in Doors Open again this year with the theme "sounds of the city". They will be collaborating with East End United and their choir along with other local sound artists to create a unique tour of the space and a sample of the acoustic potential of the Glen Rhodes Sanctuary.

### **Revenue & Fundraising**

- The first cohort of paying space-users under the Leslieville Farmers' Market have begun in the space and will begin generating consistent monthly revenue.

### **Partnerships**

- The next partnership discussion between East End United Regional Ministry, Nourish, Applegrove and Greenbelt Markets is scheduled for March 3. Erica (Nourish Program

Director) and Daniel (NFH Project Manager) will present ideas on a model to better integrate Nourish and NFH operations. The intention is to work together more closely in ways that can reduce duplication, streamline activities and optimize available resources in order to best meet food security needs in the community.

- Applegrove's MOU with Eastview that sets out specific requirements for fulfillment of the Healthy Communities grant deliverables. After some communication delays within Eastview, Daniel has re-confirmed the requirements with Eastview's Program Director and a follow up meeting is scheduled to further discuss the upcoming market season.

### **Facility**

- Daniel and Susanne are providing support to EEU on an EEU submission to the federal Green and Inclusive Communities grant program. Funds are being requested to replace the HVAC system in the church and to install another walk-in fridge/freezer. The submission deadline is February 28.
- EEU, Nourish and NFH are in agreement that a next step in developing Glen Rhodes Campus is to transform the Sanctuary into a multi-use space that can be used for programming and to generate rental revenue through use for arts and other activities. Next steps are for EEU to engage their internal stakeholders on this idea, to develop a shared vision, and to look for potential funding.

### **Other Business**

- Greenbelt Markets staff that work at the NFH are in the process of completing AODA Customer Service and Human Rights training.
- Susanne is working with a lawyer from McMillan LLP on a revised and consolidated space use agreement document, reviewing the terms of use from a legal perspective and creating one agreement that can be used for different types of rentals (vs the current 3 separate agreements - community, partner and individual/commercial).
- Daniel (NFH Project Manager) has been accepted as a plenary speaker at the [11th International Public Markets Conference](#) to talk about partnership between the NFH and the Leslieville Farmers' Market.



60 Woodfield Road, Toronto, Ontario M4L 2W6  
Tel: 416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

**Board of Management Meeting  
February 27, 2023**

**AGENDA**

**8:30**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of January 30 Board of Management Meeting (*attached*): to be accepted

**8:35**

- D. Board Learning Snapshot

**8:40**

- E. Personnel & Policy Committee (*Jan 16 and Feb 22 notes attached*)
  - E.1. Board Evaluation Results

**8:55**

- F. Executive Director's Report
- H. Correspondence and Information Received (*attached*)

**9:00**

- I. Adjournment

**Next Meetings and Events**

AGM	March 28 (in person)
Board Meeting	April 24 (virtual)
Board Meeting	May 29 (in person)

**Minutes of the Board of Management Meeting  
January 30, 2023 in-person**

*A neighbourhood partnership fostering community through  
social and informative programs for individuals and families.*

Present: Hamdi Abdo, Trustee Sara Ehrhardt, Simone Hodgson, Vai Teng Law, Eadit Rokach,  
Andre Riolo, Jim Valentine (Chair)  
Regrets: Shirin Karim, Moneca Yardley  
Staff: Susanne Burkhardt, May Seto (recorder)  
Guest: Allan Mainprize

**A. Call to Order/Adoption of Agenda**

Jim called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted as amended.

**B. Declaration of Conflicts of Interest**

None were declared.

**C. Minutes of the November 28 Board of Management Meeting**

***MOTION*** (Earhardt/Hodgson)

*To accept the minutes of November 28, 2022 Board Meeting.*

***Carried***

**D. Board Learning Snapshot**

Susanne presented slides on the City-AOCC Relationship Framework.

**E. Personnel Committee Report**

Motion to accept the report has been deferred. Susanne shared that most management have to carry over more than 4 weeks of vacation. This is within the City's threshold of one year. Vacation carry-over forms detailing the amount of vacation per staff were presented to the committee. Board members are asked to fill in the evaluation questionnaire that will be handed out at the end of this meeting.

**F. Policy**

**F.1. Credit Card Use Policy**

Susanne shared and highlighted the revisions.

**F.2. City of Toronto Electronic Monitoring Policy**

The City of Toronto passed its policy. Applegrove will accept the City's policy.

**MOTION** (Earhardt/Hodgson)

*To adopt the updated Credit Card Use Policy, as amended.*

**Carried**

**MOTION** (Earhardt/Rokach)

*To receive the City of Toronto Electronic Monitoring Policy and acknowledge its application at Applegrove.*

**Carried**

**G. Executive Director's Report**

Susanne shared that she is happy staff are back. The 2022 stats will be brought to the next board meeting.

Councillor Fletcher asked that Applegrove be looped into a project to refurbish an east end basketball court, with possible involvement by youth staff. As it is in Ralph Thronton's catchment area Susanne notified their Executive Director of our possible involvement. It remains to be seen if a role for Applegrove emerges in this project.

The DEI Audit recommends implementing a DEI communication channel. Staff recommend that it be a platform that staff already use. WhatsApp was suggested but phone numbers can't be hidden which creates privacy issues. Josh sent out a survey to ask staff what they use. Members suggested Slack and Microsoft teams as options.

**MOTION** (Abdo/Riolo)

*To accept the Executive Director's report.*

**Carried**

**H. Correspondence & Information Received**

**I. Adjournment**

The meeting was adjourned on a motion by Eadit Rokach, seconded by Simone Hodgson.

**Next Meetings and Events**

Board Meeting February 27 (virtual)

AGM March 28 (in person at the Food Hub)

---

Chair

---

Secretary

# 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 Notes**

January 16, 2023 - 5:00 pm

Present: Jim Valentine (Chair), Susan Munn, Sara Ehrhardt

Staff: Susanne Burkhardt (recorder)

#### **1. Notes from November 21 Meeting**

The committee reviewed the notes. No changes are needed.

#### **2. Staffing**

##### *a. Updates*

Susanne updated the committee on current staffing issues. Two staff who have been on leave have returned which helps alleviate recent staffing pressures. The recently hired Parent Child Worker who was on leave has resigned, and the position is currently posted. Absenteeism has been higher than usual in the Afterschool program. In addition, one Program Lead has resigned to pursue another opportunity. This position and an Afterschool relief position have been posted also.

##### *b. Management*

###### *i. Updates*

Susanne updated the committee on current management issues.

###### *ii. Pay for Performance*

No information has yet been received from the City regarding the status of the pay for performance program for management for 2022.

###### *iii. Vacation Carry-Over*

The committee reviewed management vacation carry-over forms. Vacation being carried over is well within City policy but exceeds what is generally carried over, due to the demands of 2022. Management is making efforts to work down this time and will continue to report back to the committee.

#### **3. Performance Evaluation**

##### *a. ED Performance Evaluation*

Susanne will finalize her performance planner and the performance evaluation discussion will take place at the next committee meeting. Susanne will circulate City resources on the previous performance planning program to the committee for the 2022 performance evaluation. Susanne will also share resources provided for the new program, to inform the 2023 performance management/evaluation process.

#### **4. Board**

##### **a. *Skills & Diversity Assessment Results – Board Recruitment Priorities***

At its last meeting the Membership, Outreach and Inclusion Committee reviewed the findings and the skills and attributes of board members who will not be returning to the board, and identified recruitment priorities - self-identified diversity with respect to youth/young adults, race/racial background, Indigenous identity, LGBTQ, income levels and competencies in areas of finance/accounting, seniors/gerontology and law. Committee members agreed with these priorities.

##### **b. *Draft Board Self-Evaluation Survey***

The committee reviewed the draft survey and recommended that the questions be revised to be more focused. Susanne will do this and circulate the final version. In order to encourage a good response rate it was suggested that the board be asked to complete the survey in person at the January board meeting.

Sara noted that there may be value in a board discussion on how connected board members feel to the programs. It was identified that there are currently few board members who are, or have household members who are, active program participants and that the pandemic created some distance to 'on the ground' operations because many activities became virtual.

#### **5. Policy**

##### **a. *City of Toronto Electronic Monitoring Policy***

Susanne reported that other AOCCS are receiving the policy and acknowledging its application. The committee determined Applegrove should do the same.

##### **b. *Updated Emergency Procedures***

Susanne informed committee members that Applegrove's emergency procedures have been updated and that staff will be trained on the updated procedures. A copy will also be posted in program spaces, along with relevant signage.

#### **6. Committee Workplan**

Susanne presented the updated committee workplan, which will be updated as needed.

#### **Next Meetings**

February 22

March 20

# 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 Notes**

February 22, 2023 - 5:00 pm

Present: Jim Valentine (Chair), Susan Munn  
Regrets: Sara Ehrhardt  
Staff: Susanne Burkhardt (recorder)

#### **1. Notes from January 16 Meeting**

No changes are needed.

#### **2. Staffing**

##### *a. Updates*

Susanne updated the committee on current staffing issues. The EarlyOn Program Worker position had been accepted by an applicant, who then informed Applegrove that they were unable to take the position. The position will be reposted.

#### **3. Performance Evaluation**

##### *a. ED 2022 Performance Review*

Committee members had a prior preliminary discussion about Susanne's performance, and further discussed the performance planner document with Susanne. Committee members will meet by end of week to finalize the evaluation.

Susanne will complete performance reviews with May and Monica in the next 2 weeks. Once completed, she will share results with the committee and draft a memo regarding the outcomes for the board. There has not yet been confirmation from the City on whether performance pay has been approved for 2022.

##### *b. ED 2023 Performance Objectives*

The committee reviewed the draft objectives and provided feedback. Susanne will revise them for the next meeting and performance discussion. Susanne will send the full package of information for the City's new performance evaluation process to committee members.

#### **4. Board**

##### *a. Board Self-Evaluation Survey*

Jim has received 7 surveys to date. He will provide all surveys, which are anonymous, to Susanne. She will roll up results into a slide deck for presentation to the Board at next week's meeting.

*b. Board Exit Questionnaire*

One questionnaire had been received to date. Susanne will send the questionnaires to the other Board members who will not be continuing with the Board, on behalf of the committee.

*c. Board Manual Review*

Susanne will update the manual with current information. Overall it is comprehensive and does not need major changes. The committee recommended adding a description of the Diversity, Equity and Inclusion (DEI) Audit, a board contact list and a staff list with positions.

**5. Policy**

*a. Draft Amendments to the AG Board Reimbursement Policy*

The committee reviewed and approved of the proposed amendments. The policy will be reviewed by the Strategy and Finance Committee, then come to the board. There was some discussion on how required accessibility supports would be addressed at Applegrove, which are somewhat different as they are required by human rights law.

**Applegrove Community Complex**  
**Correspondence / Information Received**  
February 2023

From (Date Received)	Regarding	Action(s)
City Planning (Feb 3, 2023)	Meeting to discuss 2 planning applications at 975 and 1095-1111 Danforth Ave in Feb 13 7-9pm. Planner, Helen Song 416-392-5606 <a href="mailto:helen.song@toronto.ca">helen.song@toronto.ca</a>	R&F
City Planning (Feb 3, 2023)	Community consultation meeting re. 654-668 Danforth Ave and 717-723 Paper Ave. Feb 15 7-9pm. Planner, Steven Barber 416-338-8567 <a href="mailto:steven.barber@toronto.ca">steven.barber@toronto.ca</a>	R&F
Ontario Land Tribunal (Feb 8, 2023)	Proceedings commenced under the Planning Act re. by Danforth Eusten Holdings Inc. A case management conference will be held at 10am on March 8 at 10am at <a href="http://global.gotomeeting.com/join/914098901">http://global.gotomeeting.com/join/914098901</a>	R&F

*\*R&F = Receive and File*

For more details on City Planning Consultations visit: <http://www.toronto.ca/cpconsultations>