



60 Woodfield Road, Toronto, Ontario M4L 2W6

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

Board of Directors Meeting - January 30, 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 November 28 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 November 28, 2022 (*sent separately*)
7. Staffing Updates

Motion needed to return to the public meeting.

7:20

8. Finance
 - 8.1. Audit Update

7:25

9. Standing Committees
 - 9.1. Strategy & Finance Committee Report (*Dec 7, Jan 24 notes attached*)
 - i) Nominations Committee Update
 - 9.2. Membership, Outreach & Inclusion Committee Report (*Dec 15, Jan 18 notes attached*)

7:45

10. Organizational Commitment to Action on the Recommendations of the Truth and Reconciliation Commission of Canada (*attached*): for approval
11. Risk Register (*sent separately*)
12. Strategic Planning (*sent separately*): for approval

8:10

10. Program Update (*attached*)
11. Neighbourhood Food Hub (*sent separately*)

8:25

12. Directors' Concerns

8:30

13. Adjournment

CALL TO ACTION #25 - Justice

Truth and Reconciliation Commission (TRC)

We call upon the federal government to establish a written policy that reaffirms the independence of the Royal Canadian Mounted Police to investigate crimes in which the government has its own interest as a potential or real party in civil litigation.

What's happened?

In a mandate letter to the new RCMP commissioner, the federal government reaffirmed the independence of the Royal Canadian Mounted Police to investigate crimes in which the government is a potential party, but it has not established a written policy to support that mandate. Instead, it refers to previously existing policies.

In a January 2018 written statement to CBC News, a spokesperson for the Department of Justice said "the Department of Justice and the RCMP continue to collaborate with respect to policies that clearly document, support, and communicate the police independence that already exists when investigating crimes in which the government has its own interest."

In May 2018, Public Safety Minister Ralph Goodale wrote in his mandate letter to incoming RCMP Commissioner Brenda Lucki, "I want to be clear that the Government of Canada recognizes and respects that police independence underpins the rule of law and ministerial direction cannot infringe on the independence of the RCMP in the exercise of police powers in criminal investigations."

The Government of Canada says "In matters related to civil litigation against the Crown, the RCMP is part of the Crown and is treated as a federal government institution. When required by law, the Crown must list all documents that are in its custody, power, possession or control and relevant to the litigation."

There is a protocol setting out the procedures for when the RCMP possesses documents from criminal investigation files that may be relevant to civil litigation involving the federal Crown as a party.

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

**Minutes of the Board of Directors Meeting
November 28, 2022 – by Zoom video conference**

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

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

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 #24.. May shared that Early Childhood Studies placement students from Toronto Metropolitan University have reflections in their learning plans.

3. Welcome and Introductions

Jim welcomed Sara Ehrhardt, the new Ward 15 TDSB Trustee appointed to the Board. Sara has a child at Duke, has attended the EarlyON and summer camp programs, and has worked with former and current Executive Directors so has familiarity with Applegrove

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, as will recuse herself as necessary.

5. Minutes of October 26 Board of Directors Meeting

MOTION (Munn/Law)

To accept the minutes of October 26, 2022 Board Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Fletcher – yes

Hodgson – yes

Law – yes

Rokach - yes

6. Finance

6.1. Year-to-Date Financial Report

Monica provided key highlights and shared that Applegrove is in a healthy position and the admin budget is on track. There is unfavourable variance in the admin budget due to the 3.5% management salary adjustment. The program expenses show a favourable variance due to late start, reduced expenses, afterschool and summer camp variances.

Monica provided an overview of the Core Admin Budget and Statement of Operations. Councillor Fletcher asked for clarification of food hub revenues and Susanne shared that we did not get all projected grant funding anticipated due to COVID.

6.2. 2023 Draft Proposed Budget

Susanne reviewed the program budget process for Sara who is new to the board. She provided an overview of the draft 2023 Program Budget, the assumptions made, and noted that as outlined in the briefing note, it is a balanced budget. Some highlights by program are as follows:

- EarlyON always runs a deficit as funding does not full benefit costs. Moving Applegrove Connection from Formosan Church to Glen Rhodes creates rent savings and means Louise does not work alone as there are other people in the building.
- Prenatal is break-even as we work within what we receive through our CPNP grant.
- Afterschool program fee increase of \$10 creates a surplus necessary to cover other program deficits, for example the PA day program and Program Assistant salary.
- The Teen program usually incurs a larger deficit but current partnership with Ralph Thornton and Eastview provides funding from the Toronto Urban Health Fund.
- Camp will have a small surplus with fee increase, leadership program will break even.
- Seniors program will run a deficit due to enhanced staffing and the new Coordinator position. We are also receiving more grants in this program.
- The Food Hub will break even. Applegrove gets some admin fees from some grants, which go into the Partnership account.

MOTION (Rokach/Munn)
To accept the YTD Financial report.
Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Fletcher – yes

Hodgson – yes

Law – yes

Rokach – yes

MOTION (Hodgson/Rokach)
To accept the draft program budget.
Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Fletcher – yes

Hodgson – yes

Law – yes

Rokach – yes

MOTION (Law/Munn)
To discuss the next items in camera, as it deals with confidential information, in this case staffing and real estate.
Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Fletcher – yes

Hodgson – yes

Law – yes

Rokach – yes

6.3. **Relocation Update** – see In-Camera notes

6.4. **In-Camera Meeting Minutes from October 26, 2022** – see In-Camera notes

MOTION (Munn/Hodgson)
To accept the In-Camera Meeting minutes from October 26, 2022
Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

7. Strategic Planning – see In-Camera notes

MOTION (Law/Rokach)
To return to the public meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

MOTION (Law/Shirin)
To establish a board-staff Strategic Planning Working Group.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

MOTION (Rokach/Hodgson)
To set the maximum funds for a strategic planning consultant at \$15,000, with funds from the Strategic Planning Reserve Fund.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

8. Standing Committees

8.1. Strategy and Finance Committee Report

The meeting was cancelled due to members not being able to attend.

8.2. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the notes and highlighted the upcoming Staff/Board event. She and Shirin held the first of two ideation sessions with staff which went well. Susanne described modelling done on multiple child fee discounts. Staff will seek more information via participant evaluation about impacts before further changes are made to the fee model.

MOTION (Munn/Hodgson)

To accept the MO&I Report

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

9. Program Update

May provided an overview and key highlights. Much thought was put into the contingency plan for school closures. Applegrove closed its afterschool program and offered a closure camp on November 7 at Formosan Church with 40 children. Staff were prepared for a second closure and though we shared that we could not support synchronous learning, 32 children signed up, plus a waitlist. The youth program was cancelled for one night due to a cancelled permit so staff took the time to do program planning and training. Program evaluations are almost done and will be presented at the January board meeting, as will 2022 program statistics.

10. Neighbourhood Food Hub Update

Susanne provided an overview. She shared that the Food Hub a new software program with a metrics dashboard. Rental revenue is starting to pick up and offers potential for the future. Current grants are the Metcalf Foundation for low-income food entrepreneurs and the Healthy communities grant in partnership with Eastview to run affordable food markets over the next year. The church has gotten funding to build accessible washrooms, and Susanne and Daniel are working with the church on grants to transform the sanctuary to a more multi-purpose space.

Susanne provided an update on Nourish East End. The third-party review by St. Stephens is underway to make recommendations on contributing factors to the incident in summer. Susanne was interviewed for that review. Nourish has a new Program Director that Susanne will meet with.

Insurance coverage costs are an access barrier for some user groups. Many renters use Duuo Insurance and the possibility of a sponsorship will be explored. Storage is an ongoing challenge. A past grant helped buy a walk-in fridge/freezer but more is needed. Signage is still being worked on.

11. EarlyON Budget (added item)

Susanne shared that the EarlyON budget is ready to be submitted and needs board approval. The budget was presented in the 2023 Proposed Program Budget earlier.

MOTION (Rokach/Munn)

To approve the 2023 EarlyON submission as presented.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

12. Directors' Concerns

None

13. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Simone Hodgson.

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee – Notes

December 7, 2022 at 5:30 p.m.

Present: Moneca Yardley (Chair), Eadit Rokach, Simone Hodgson

Staff: Susanne Burkhardt (recorder), Monica Vela

1. Welcome

2. October Meeting Notes – no changes needed

3. Finance

a. *Financial Policies Review*

Susanne reported that work has begun to develop a Finance Policies & Procedures Manual, to be completed in 2023.

i. Program Reserves Policy

This is the 1-year review of this policy. Susanne reminded members that Applegrove currently has \$120,00 in its Operational Reserve, \$15,000 in its Infrastructure Reserve and \$10,000 in its Strategic Planning Reserve.

Members discussed the policy, identifying the following:

- Susanne and Monica will provide an update on current monthly operating costs for the program budget to check the adequacy of the Operating Reserve at this time.
- Content should be added to ensure that the biannual policy review process includes revisiting the targets, taking into considerations that include but are not limited to rising costs, inflation and other factors.
- That the Strategic Plan Reserve Fund is mean to be used for consultants as well as plan implementation, however the target of \$15,000 does not seem adequate and should be increased to \$25,000. In addition, this fund should be broadened to become an Organizational Planning and Development Fund, as this would enable it to be applied a range of organizational level initiatives such as the DEI Audit and facility relocation.
- Add a sentence that states that replenishing the funds should be a priority for the board in a given year, if a fund gets depleted.

ii. Credit Card Use Policy

Susanne noted that with year-end spending, the credit card limits have been reached and this creates challenges. She plans to ask the board for an increase to the credit limit for these situations.

Susanne and Monica reported that generally this policy is working well. They recommended the following updates:

- Elimination of the requirement for advance notification of purchases over \$500 to Finance, which is not required from an audit perspective (Monica confirmed that levels of approval exist to address this).
- Modernization of the section that speaks to how statements are received and approved, to reflect the shift to e-statements and updated approval procedures internally at Applegrove.
- Adding the biannual review of statements by the Treasurer to the committee's annual workplan.

iii. Capitalization Policy

This is a new policy that is not in need of changes at this time. Susanne shared the 2021 audited financial statements, in which Applegrove assets and their amortization were included for the first time.

iv. Board Reimbursement Policy

This policy needs to be updated. It has not been actively used in Applegrove in a number of years. An updated policy will also advance DEI from a board participation perspective. Susanne will look at current City policy or guidance to ensure that it is aligned. Members discussed:

- Removing specific amounts (e.g. wage rate) to result in a policy that will not get outdated quickly.
- Basing repayment rates on City policy (e.g. mileage)
- Modernizing the policy e.g. add rideshare to transport options.
- Expanding reimbursement to include accessibility-related costs.
- Identifying how to deal with tips from a receipting perspective so that auditor requirements are met.

b. Financial Policy Development

i. Procurement Policy

Susanne reminded members that Applegrove should have a procurement policy as per the relationship framework and as a guiding tool. She reported that she is getting policies from other AOCCS and will draft a policy for the review in the new year.

4. Risk Register

Susanne reviewed the changes to the risk register and provided highlights, including:

- The need to work on providing more clarity on the Food Hub model for its stakeholders, and to support the relationships in the space and the food hub's development. The third-party review being done by East End Regional United Ministry in which Susanne and Daniel are participating also highlights this.

- Susanne would like to strengthen the agreement with Greenbelt Markets, and will work with McMillan LLP on this via our pro bono grant. They will also review the space use agreements for the Food Hub.
- Staffing is a challenge at this time, and Susanne reported that Applegrove has been able to hire 4 relief staff. Staff morale is also linked to the DEI work.
- The TDSB lease situation remains ongoing and she has requested an update from the City.
- Various steps have been taken to advance the DEI work – ideation sessions hosted by Shirin and Vai, plans for a monthly staff-board newsletter, DEI lens in strategic planning RFP, DEI fund in 2023 Program Budget.
- The AOCCs are part of a City cybersecurity confirmation program, and Susanne and Jake are providing information on Applegrove systems and measures in place.
- Discussion is underway on Finance Manager hours, and May has begun documentation and staff mentorship as part of succession planning.

Next Meetings

January 24

February 15

March 8

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee – Notes

January 24, 2022 at 5:30 p.m.

Present: Eadit Rokach, Simone Hodgson
Staff: Susanne Burkhardt, May Seto (recorder)

1. Welcome

2. December Meeting Notes – date of January meeting needed to be revised

3. Finance

a. Audit Update

This year the audit includes cybersecurity for financial systems and records. The extra cost for this is not yet known. The auditors will start February 19. 2022 remained a challenging year for Finance, with staff and systems changes underway. Mark Kovats, who worked with Applegrove previously and works with other AOCCs will provide support on a consulting basis to prepare financial reports for the audit.

Applegrove provided input to a survey on the City's RFP for the next audit contract. An AOCC ED will sit on the RFP committee so we are represented in the process.

b. Financial Policies Review

- i. Updated Credit Card Use Policy - Members agreed with the changes made. The amended policy will be brought to the board for approval.

4. Organizational Planning

a. Strategic Planning RFP

Susanne has updated the draft RFP. Susanne went over the changes and committee members provided feedback. It was recommended that timelines be extended based on the experience of the DEI audit which had challenges with scheduling, and to avoid risk of over-engagement of staff. It was also recommended to structure the work areas into broader project phases for clarity, and explain how they relate to one another.

Members discussed the importance of engaging staff in a way that links to other planning e.g. DEI, and demonstrates how their feedback is applied and valued e.g. show/highlight achievements from DEI informed by their feedback.

Susanne will make the changes. Once the RFP is approved, next steps are to post the RFP, set up the staff-board strategic planning working group and create an evaluation/scoring document.

5. Partnership and Grants

a. Grants Table

Recent grant submissions include Canada Summer Jobs and Summer Job Experience. We received a grant in the amount of \$1500 to cover costs for our income tax clinic.

b. Neighbourhood Food Hub

The third-party review process initiated by East End United (EEU) of the incident last summer is still underway. Interviews were conducted, a findings report provided and a facilitated meeting took place last week. The meeting was positive and points to renewed commitment to grow a better Food Hub - Food Bank partnership that is more integrated, efficient and effective. Next steps are another facilitated meeting in March and exploration of how a shared operating model could be pursued.

A report was provided for Councillor Fletcher on Food Hub with info, impacts, etc. This will be a good tool to understand the Food Hub model and goals. The Councillor has not yet provided feedback. Susanne will share the report with the board.

Susanne meets regularly with EEU Property Managers, the Nourish Program Director and Daniel. It's very helpful and they are working on funding for more improvements to the space. A key goal is to transform the sanctuary into a multi-purpose space. Susanne and Daniel are supporting an EEU application to the Green and Inclusive Community Facilities program for more refrigeration, new boiler and windows.

This progress on the EEU partnership is positive, and Susanne plans to invite representatives to the February board meeting.

6. Risk Management

a. Cybersecurity Update

Jake and Susanne have monthly meetings with the City confirmation program team on whether/how Applegrove can meet City requirements – IT generally is now a growing area of work for Applegrove and we will need to look at how to factor it into the organization and resource it adequately.

Current work includes creating a cybersecurity critical incident response plan and an agreement with BizSys to meet City requirements. Other AOCCs need to do the same.

7. Annual Committee Work Plan

Members reviewed the document, and the items for next month's meeting.

8. Other Business

Susanne shared that the admin budget amount put forward to the City's budget committee is what we requested in our submission.

Next Meetings

February 15

March 8

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee – Meeting Notes

December 15 2022 at 7:00 p.m.

Present: Pierre Bois, Vai Teng Law, Hamdi Abdo

Regrets: Andre Riolo, Shirin Karim

Staff: Susanne Burkhardt (recorder), Josh Grainger

1. Welcome

2. November Meeting Notes – approved

3. Nominations Committee

a. Recruitment Priorities

Susanne informed the committee that in 2023 1 Board member wishes to stand for re-election (Susan Munn), 3 Board members are stepping down (Andre Riolo, Hamdi Abdo, Simone Hodgson), and 1 Board member's 8-year term is coming to an end (Vai Teng Law). Therefore there are 5 vacancies, of which at least 3 must live in catchment.

Committee members reviewed the 2022 Applegrove Board Skills and Diversity Questionnaire results summary. With consideration of the skills and diversity represented by departing board members, the committee identified the following board recruitment priorities, to be confirmed with the board at its meeting in January:

- Self-identified diversity with respect to:
 - youth/young adults
 - race/racial background
 - Indigenous
 - household income
- Competencies
 - Finance/accounting
 - Seniors/gerontology

Members noted that current board composition skews to higher incomes and that some of the board diversity gaps reflect the communities Applegrove also wants to reach out to for programming and services. It was also noted that two board members included faith as additional diversity information, so this should be added to the survey next year.

b. Recruitment Planning

Susanne will draft a recruitment poster based on last year's poster and will circulate this together with the Board member job description for review by committee members. She will integrate all comments received, for committee final review at its meeting in January.

Discussion on recruitment audiences and methods identified the following ideas:

- Distribution to Seniors Program mailing list and at local seniors homes
- Re-connect with potential seniors candidate from last year
- Proactive recruitment in Applegrove programs (e.g. EarlyON)

4. Diversity, Equity and Inclusion

a. Toronto Neighbourhood Centres (TNC) Documents

The committee discussed the two documents. The TNC Organizational Commitment to Action on The Recommendations of the Truth and Reconciliation Commission of Canada is straightforward. It was suggested that Applegrove could focus and take action on a few specific TRC Calls to Action that are directly relevant to the agency. Josh noted that there was a staff TRC Committee, which was going to look at developing a land acknowledgement with meaning to Applegrove, but that the committee has not met recently due to staff absences.

Committee members found that the TNC Relationships, Belonging & Anti-Oppression Charter document has a lot of good information, but that it's length and detail is somewhat overwhelming. It therefore requires more time to review and consider.

Both documents will be tabled again at January's meeting.

Members discussed that the strategic plan may be a good tool for bringing all of these threads of work together in a way that sets out a clear vision and path for Applegrove. It was also determined that a staff-board DEI committee should be established in the new year.

Next meetings:

January 18 at 7 pm

February 15 at 7 pm

March 8 at 7 pm

APPLEGROVE COMMUNITY COMPLEX

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"COMMUNITY AT ITS CORE"

Membership, Outreach & Inclusion Committee

Meeting Notes

January 18 2023 at 7:00 p.m.

Present: Hamdi Abdo, Pierre Bois, Shirin Karim, Andre Riolo

Regrets: Vai Teng Law

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

1. Welcome

2. December Meeting Notes – approved

3. Program Stats & Evaluation Update

Susanne provided an update. She will summarize the program stats and bring an executive summary of each evaluation report with highlights to the board meeting.

4. Nominations Committee

a. Recruitment Priorities

Susanne shared that there are six vacancies. Sue will return so we will need to recruit 5 new members with at least 3 living in the catchment. Pierre is interested and one candidate from last year remains interested – both in catchment.

With consideration of the skills and diversity represented by departing board members, the committee confirmed the 2023 board recruitment priorities:

- Self-identified diversity with respect to youth/young adults, race/racial background, Indigenous identity, LGBTQ, income levels
- Competencies in areas of finance/accounting, seniors/gerontology and law

Members noted that current board composition lacks members who are or have household members in Applegrove programs.

b. Recruitment Materials

The board job description and poster were reviewed and members shared the following ideas for the job description:

- Add some fun stuff i.e., events/fundraising
- Lead with the "why" and not the "what"

Some ideas for the recruitment poster:

- Bump up the need for "community members"
- The bullet of household members can be past or present participants
- Susanne can work with Josh to add some colour and images

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“COMMUNITY AT ITS CORE”

c. Recruitment Planning

Members discussed ideas for recruitment planning:

- Reach out to previous staff or board members
- Promote on community Facebook/social media (e.f. East York Village)
- Ask current board members to share that we are looking for new members
- Identify someone else from Don Summerville with Hamdi leaving
- Susanne will explore to see if a contractor (ie., Food Hub) can sit on the board
- East End United could be a possibility
- Targeted recruitment in person e.g. within our programs, school council
- City website
- Ad in the Beach Metro News

5. AGM Planning

The AGM will be on Tuesday, March 28, in-person at the Food Hub. In past, the format usually included a speaker or activity, along with dinner. It was suggested to host a good food market and the Food Champions group could make dinner or dessert. Members liked the idea of games and some social time to mingle. Susanne recommends using the opportunity to get community feedback on strategic planning in a fun way. Hamdi suggested a QR code to fill out surveys and connect it to a raffle. Susanne suggested the Leadership Program could be involved. Staff will develop a proposal for the next meeting.

6. Diversity, Equity and Inclusion

a. Staff Ideation Session

Shirin provided an update and shared the following that came out of the sessions:

- Training should be extended and reintroduced after a few weeks/months of work
- Mentorship and coaching training for lead staff
- Training around unconscious bias
- Providing an inclusive space/informal area where staff can come together
- Job specific training: how to work with different topics; gender, disabilities
- How managers can provide more emotional support, compassion in stressful times
- No black box approach to issues, collaborate and come up with solutions together
- Psychological safety training
- Managers should all have same training on applying HR policies for consistency
- Intentional team builders
- Look for ways to celebrate achievements and progress
- Policies:
 - Enhanced tools on how to handle incidents
 - Clarity around performance expectation
 - More defined complaints process
 - More ways for ED can be visible and increase their connection

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"COMMUNITY AT ITS CORE"

Shirin shared that the committee is looking at all items from ideation sessions and audit. There are some things that can be pulled out and worked on in the next several months. The sessions were initially hard to start conversations but once people started talking, a number of things were raised. A significant item was training with newer staff not having adequate training and pressures were put on senior staff.

Susanne is doing psychological safety training that can be shared with May. The office got a facelift in early January and staff will be engaged on decorating. A DEI channel was discussed with core staff and they recommend choosing an app that is user friendly and that people already have. Josh will poll staff on this, Josh shared that staff have provided feedback they have noticed the effort that Susanne is putting in to check in with them.

b. Board-Staff DEI Committee

Josh and May shared that there is a TRC staff committee that has not met recently, and whether it made sense to continue or integrate with a broader DEI Committee. Members felt that one committee would make more sense, but want to make sure the TRC focus is not lost. Susanne will put a call out to identify staff who are interested.

c. DEI Policy

Susanne suggested using the template that Lunaria provided to create a skeleton document to work off as a start. It can be tweaked as we develop more of an understanding of what DEI means to Applegrove. Susanne will do this as well as check with other AOCCs to see what is already out there, specifically Ralph Thornton.

d. Toronto Neighbourhood Centres (TNC) Documents

i. Relationships, Belonging & Anti-Oppression Charter

To be reconsidered at a later date.

ii. Organizational Commitment to Action on The Recommendations of the TRC

The committee will recommend that the board adopt this at its next meeting.

e. Next Steps

Two ideation sessions were planned and one is now completed. Vai, Shirin and Susanne to sit down to determine what we should happen at the next session.

A DEI staff-board committee update will be added as a standing agenda item at our core staff meetings and the staff rep(s) can report back to the group.

Next meetings:

February 16 at 7 pm

March 9 at 7 pm

Our organizational commitment to action on the Recommendations of the Truth and Reconciliation Commission of Canada.

Preamble

As part of the ongoing process to shed light on the experiences of Indigenous Communities in Canada since European settlement, to unveil the Truth and to enable all communities to move forward toward meaningful Reconciliation, community based agencies have a responsibility to take action.

Senator Murray Sinclair, or Mizanay (Mizhana) Gheezhik, meaning "The One Who Speaks of Pictures in the Sky," of Peguis First Nation, served as the Chief Commissioner of the Truth and Reconciliation Commission of Canada and as Co-Commissioner of the Aboriginal Justice Inquiry in Manitoba.

Upon completion of the Commission Senator Murray issued the following challenge to all Canadians:

Everyone in Canada has a responsibility to read, understand, and take up the 94 Calls to Action of the Truth and Reconciliation Commission - only by taking these Calls seriously and finding ways to act on them can we move towards Reconciliation in a meaningful way.

Reading the calls to action is a small step; it's a step that we believe everyone can and should take. If you have read them before, read them again. Reconciliation is not a spectator sport - to make real change we need everyone's participation and everyone's willingness to grow.

While there's nothing we can do to undo the hurt and the crimes that have been committed against Indigenous Peoples and individuals in service of this system, we can work to find ways to walk together towards Reconciliation and healing now.

Historical and current oppressions in Canada have combined to create marginalized communities and impacted the ways in which we practice programming and hiring practices. As part of the Public Benefit Non-profit sector our role is to increase self-determination of all

community members and to bring about social justice in our communities. This means taking action where we can on the Truth and Reconciliation Commission's (TRC) 94 recommendations is particularly important. As agencies who work with newcomers, seniors, children and youth, and various marginalized communities, it is imperative that we share the truth about Canadian history, build empathy to Indigenous communities' experiences and have opportunities to work toward understanding and meaningful reconciliation.

Our Statement of Commitment

As part of the national effort, it is important that our agency takes the time and energy to make a strong commitment, beginning with this formal declaration from our Board of Directors. In making this commitment we seek to establish a clear mandate to guide implementation and follow through across our organization.

There is much to do to raise awareness and move to action and each agency must follow through in ways that are meaningful and reasonable to them.

Action includes active involvement in learning about Indigenous history and the current context, efforts made to connect with Indigenous communities and to incorporate funding at a core level for this work. These efforts should lead to concrete changes in practices and procedures moving forward.

Raising awareness needs to take place in our buildings, in our programs, within our staff and leadership, including boards, and in our ongoing work out in the community. There are many ways to raise awareness of Indigenous communities' experiences. It is up to us in organizations dedicated to full community engagement and community development to promote equity and full participation – to start this process and engage.

By adopting this statement of commitment, our organization is confirming our intention to:

- § Make an overarching commitment to pursue Reconciliation, by starting with a commitment to learn how we can do this work effectively**
- § Create a plan of action, outlining concrete steps to building relationships with Indigenous groups in our communities**

§ Anchor our plan with a clear statement of intent and purpose, and allocate the resources and time needed to support our entire agency, staff and Board, to advance this plan of action

Moved adopted by the Board of Directors on _____ (date)

To support these efforts network-wide and recognizing member agencies are at different stages in the process, the Toronto Neighbourhood Centres (TNC) has convened the Truth & Reconciliation Affinity Group (T&R AG) to develop a 'training journey' for TNC member agencies so we can do some of this work collectively and grow together. The group will organize network-wide opportunities for workshops, community forums with Indigenous partners and conversation circles to reflect on learnings and experiences throughout the journey. The T&R AG is also available to support an agency's internal T&R committee's work.

Program Update

December 2022 - January 2023

Prenatal

- Increased number of women joining
- Louise continues to facilitate this program online.

EarlyON Programs

- Louise returned from her leave and will staff the Applegrove Connection program again.
- Newly hired Parent-Child Program Worker resigned in December.
- The job was re-posted with a deadline of January 17. Resumes were screened and we are doing interviews.
- Our newly hired Casual/Relief Program Workers continue to support the program and have one internal Applegrove staff covering shifts of the vacant position.
- Our EarlyON 2022 final report was due on January 20 and has been submitted.
- Program participant numbers have increased. Families are feeling comfortable coming back indoors and it's been nice to see familiar and new faces.
- We have two nursing students from TMU who will be supporting the program at the Duke location.

Afterschool

- Due to the snowstorm on December 23, schools closed and as a result, the program was cancelled just before the break.
- We have only 1 spot left at the Duke site. May and Josh will talk about how to increase numbers at the satellite location.
- Afterschool staffing has also been a challenge. Two Program Leads resigned, one due to high level of school work and the other to pursue training and another career. One position has been filled and we are in the middle of the hiring process for the other.
- PA Day programming has been popular with full registrations to date.
- Josh, the Child and Youth Coordinator has had to juggle many parts of the afterschool program and has done a great job.

Youth Programs

- Numbers are low so the staff are doing more outreach to increase numbers.

Older Adults Program

- Nanor is on leave until June. May is back to work and will manage the program in her absence.
- We have also hired Judy Wong to run the Food Champions program and help engage the Cantonese speaking participants in our other activities.

- We have three placement students, two from TMU nursing and one from George Brown who will help support the program as well
- Our New Year's party which celebrated the new year and Lunar New Year was a huge success with 60 people in attendance. We had good food, a lucky draw, and entertainment. Desserts were made by the Food Champions program.
- The December holiday party was also well attended with approximately 30 people in attendance.

Summer Camp

- We are gearing up for camp and have opened registration up to our afterschool families. Registration for the community will start on February 1.
- This year there will be two Leadership Camp sessions. One will be a 2-week session and the second a 3-week session.

March Break Camp

- March Break camp registration has been opened to afterschool families. If there is space we will open the program to the community. We are still waiting to hear back from the TDSB to see if permits will be allowed. If not, the Toronto Formosan Church will be our back up location.



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**Board of Management Meeting
January 30, 2023**

AGENDA

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of November 28 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Board Learning Snapshot

8:40

- E. Personnel & Policy Committee (*January 16 notes attached*)

8:50

- F. Policy
 - F.1. Applegrove Credit Card Policy - amended (*attached*): for approval
 - F.2. City of Toronto Electronic Monitoring Policy (*attached*): for receipt

8:55

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

9:00

- I. Adjournment

Next Meetings and Events

Board Meeting	February 27 (virtual)
AGM	March 28 (in person)
Board Meeting	April 24 (virtual)
Board Meeting	May 29 (in person)

**Minutes of the Board of Management Meeting
November 28, 2022 by Zoom video conference and in person**

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

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

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 October 26 Board of Management Meeting

MOTION (Law/Munn)

To accept the minutes of September 19, 2022 Board Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

D. Board Learning Snapshot

Deferred

E. Personnel and Policy Committee Report

Jim provided an overview of the committee report. He members to fill out the Skills & Diversity Assessment, which is important for board recruitment and reminded members to take the time to respond to board requests and surveys. The City has an Electronic Monitoring Policy and Susanne will check in to see how the other AOCCs are dealing with that. Susanne shared that she is waiting to hear confirmation from the City on management pay for performance for 2022 and 2023.

MOTION (Hodgson/Rokach)

To accept the Personnel and Policy Report.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Law – yes

Rokach – yes

F. Accessibility Policy

Susanne shared that this policy has gone to both MOI and Personnel & Policy committees that feedback has been integrated. The policy is based on the Province's template, was informed by other agencies' policies and covers compliance requirements. It will be shared with staff and posted online.

G. Executive Director's Report

Susanne shared that staff have done a great job on recent events. Most program evaluations have been completed, except Seniors which required translation. Evaluation findings and program statistics will be come to the January meeting.

It is a busy time as many staff are on leave, sick or needing time off due to exams. May's last day is today before going on leave for surgery. She did a lot of work to get staff hired and program reports to limit impact while she is away.

Susanne reminded members of Applegrove's need to transition to the new regulatory regime. We will have to redo the letters patent, bylaws, etc. and this will be on Susanne's workplan for next year. We will also have to update all governance documents. AOCCs as a group will have to do some work to determine how it may affect their City agency constitutions if changes are made to the non-profit.

Susanne thanked Vai and Shirin, who did the DEI ideation today in-person and Sue, for attending the Don Summerville event.

Sara shared that TDSB finance committee discussions are taking place and will come out with firm guidelines for renegotiating users under the TDSB larger umbrella agreement. The TDSB is subsidizing space and Applegrove's EarlyON and afterschool may be affected. Sara has asked for a list of all agencies on this list. Some relationships pre-date the umbrella agreement. Sara and Susanne will meet on this when she has more info.

Board of Management Minutes

November 28, 2022

3

H. Correspondence & Information Received

Members had no questions on any items.

I. Adjournment

The January meeting will be in person.

The meeting was adjourned on a motion by Eadit Rokach, seconded by Vai Teng Law.

Chair

Secretary

Applegrove Credit Card Use Policy

Approved April 29, 2019
Amended January 2023 - DRAFT

1. Policy Statement

Applegrove Community Complex ("Applegrove") is committed to ensuring the appropriate use of City, funder, donor and other revenues and resources. Applegrove is also committed to ensuring that employees operate within their spending and signing authorities to ensure that the centre is not placed at unnecessary financial risk. An organizational credit card provides an efficient and alternative means of payment for approved expenses.

2. Purpose

The goal of this Credit Card Use Policy is to establish Applegrove policies and procedures for the appropriate use of organizational credit cards for the purchase of goods and services.

3. Application

This policy applies to members of senior management who have been issued an organizational credit card. This policy also applies to the finance department, which is responsible for financial record-keeping and processing payments.

4. Policy

The Board of Directors will approve the issue of, and establish credit limits for all Applegrove credit cards.

Current policy authorizes two cardholders to use organizational credit cards: the Executive Director and Program Director. Credit cards will be issued in the names of the employees.

Credit cards may be used only for the purchase of goods or services for official Applegrove business. Use of the cards for personal purchases of any type, cash advances, bank cheques, and purchase financing plans is prohibited.

Any person using a credit card for purchases that cannot be substantiated as a necessary purchase for official business or to secure cash advances, bank cheques or financing plans, will be subject to disciplinary action up to and including termination of employment, and, where appropriate, criminal prosecution.

Unsubstantiated and inappropriate credit card purchases and charges are the responsibility of the cardholder, including any related late fees or interest.

All purchases will be within current budget line item amounts.

Cardholders are required to sign a Credit Card Acknowledgement Form to confirm that they have received the card, and that they have read and understand this policy (Appendix A).

Cardholders are responsible for safekeeping and protection of the credit card, and shall immediately notify the credit card company and Board Treasurer if it is lost or stolen, or if any unauthorized transaction is detected or suspected.

Cardholders must immediately return the card to the Finance Manager when their affiliation with Applegrove has ended.

5. Procedure

~~Purchases that exceed \$500 require advance written notification to the finance department, including a description, amount of the purchase and confirmation that the purchase has been approved by the Executive Director.~~

Cardholders must retain original and detailed receipts for all purchases made using the credit card, and submit these to the finance department within one week of purchase. Receipts must show the date, purpose, and name(s) for which the expense was incurred. The credit card receipt alone is not sufficient.

Reimbursement for returns of goods or services must be credited directly to the credit card account. The employee should receive no cash or refunds directly.

All credit card statements are downloaded from the credit card provider secure portal by finance staff after receiving email notification from the credit card provider. ~~will be mailed to the main office.~~ Credit card statements, along with receipts for all purchased items will be reconciled on a monthly basis by the finance department. The finance department will follow up on any inconsistencies.

All monthly credit card statements to be paid by Applegrove must be reviewed and initialed ~~and dated by~~ the Executive Director and a signing officer of the Board to confirm approval.

Cardholders are responsible for ensuring that the vendor and issuing bank are notified immediately of any disputed charges. Applegrove will pay the statement in full to avoid finance charges and late fees. When resolved this will result in a credit to the account on the next monthly statement.

Credit card charges will be paid off in full each month.

The Board Treasurer will review the integrity of the credit card statements semi-annually.

6. Roles and Responsibilities

- A. Cardholders: Applegrove's Executive Director and Program Director are responsible for the appropriate use of organizational credit cards issued to them.
- B. Finance Manager: Responsible for the administration of this policy within the centre.
- C. Board Treasurer: Responsible for an annual review of all credit card statements.

7. Related Policies ~~an~~ Procedures

Applegrove Code of Conduct for Staff

City of Toronto Public Service Bylaw (Toronto Municipal Code Chapter 192)

APPENDIX A

CREDIT CARD ACKNOWLEDGEMENT FORM

I have received the following organizational credit card:

Credit card type (e.g. Mastercard, Visa) _____
Credit card number _____
Expiry date _____

I have read, understand and agree to the Applegrove Credit Card Use Policy which governs the use of Applegrove organizational credit cards.

I understand that:

I am liable for any use of the card and for all amounts, fees and charges to the account, unless the card is lost, stolen or subject to fraud by a third party.

This is a business credit card that comes with a personal liability. Should Applegrove be unable to pay its debts, I may be personally liable for any charges that are made on the card.

Misuse or abuse of my card or willful violation of the Credit Card Use Policy may result in disciplinary action, including discharge.

Employee's Signature Print Name

Date Card Received by Employee: _____

Acknowledgement Form received by Finance Manager: _____ (date/initials)

Card returned on: _____



Electronic Monitoring

Policy Statement

This Policy identifies the circumstances in which the City of Toronto (“City”) engages or may engage in electronic monitoring of employees, directly or indirectly, and the purposes for which the information obtained through the electronic monitoring may be used.

Background

Amendments to the *Employment Standards Act, 2000*, require all employers, including the City, to prepare a written policy concerning electronic monitoring of employees and to provide a copy of that policy to all employees.

The Policy must outline the following:

- If, how, and in what circumstances electronic monitoring occurs;
- The purposes for which information obtained through electronic monitoring may be used; and
- The date the policy was prepared and the date of any changes made.

The amendments do not establish a right for employees not to be electronically monitored, nor create any new privacy rights for employees.

Definitions

Electronic Monitoring

Includes all forms of monitoring of employees that is done electronically throughout the workplace, directly or indirectly, whether continuously, episodically, or on an as needed basis.

Application

This Policy applies to all City of Toronto employees.

How and In What Circumstances Electronic Monitoring Occurs

City resources are provided to employees to deliver services for residents, reduce work related risk, improve productivity of business operations, and enhance the effectiveness of communications. The City reserves the right to electronically monitor employees, directly or indirectly, at its discretion. Employees should not expect absolute privacy in relation to their use of City resources, and should not assume that any use of City resources is exempt from electronic monitoring in accordance with this Policy.

As of the date of this Policy, electronic monitoring may be performed directly or indirectly, whether continuously, episodically, or on an as needed basis, through the following assets, systems, services, equipment, and devices at the City:

Asset

- Global Positioning System & Automatic Vehicle Locator GPS/AVL
- Fleet telematics (on-board diagnostic technology to provide information about the vehicle)

System

- Radio and internal communication broadcasting systems
- Cisco Jabber/instant messaging
- Office 365 / internal shared drives
- WebEx Video Conferencing
- CrowdStrike
- Zscaler software
- DocuSign software
- Outlook email
- Software and internet usage
- Lagan Enterprise Case Management System
- IBMS, Word Press, PTMS, RICO, IPets, CSAR, PRAR
- Electronic sign-in/sign-out system (database)
- ESS Entries
- Electronic productivity counters/monitors (e.g. a rule regarding the use of a device that counts how long an employee spent dealing with an issue on the phone or at the counter)
- POA Website ID & Finesse and Q-matic dashboards
- HRIS systems
- ICON Software – Court Administration Data Entry Report
- ISCUS Software – Court Support Utilization Report and Municipal Prosecutors Total Hours and Daily Averages
- Cisco Unified Intelligence Centre
- Kronos
- Social Assistance Maintenance System
- Other third party systems: Canada Revenue Agency, Ontario Student Assistance Program, Family Responsibility Office, Equifax, Ministry of Transportation and National Child Benefit Support.
- NICE Recording System
- MobiCAD
- Air-Watch
- MyGeoTab – Fleet Services
- TCHIS, THEIS/ICIS, CORES, Apex Applications – STAR, IRIS and DIS, iPHIS, OLIS, Panorama, COVax, STIX, PEAR, ICON, OHISS, HCD-ISCIS, CCM, Cloud systems: FrontDesk, CheckMarket, and AbelDent.
- Numonix
- Toronto Maintenance Management System
- PointClickCare
- CDIP Time & Activity Tracking

- DAQI Quality Improvement Audit
- CQI Chart Audit
- SHC Documentation Audit
- TPH Monthly Staff Work Activity Audit
- CDLU Documentation & Audit Procedure

Service

- CCTV
- Contact/call centres
- Biometric readers
- Mailroom
- Phone in Payment/Tax Roll POA Collection

Equipment

- Telephone and cellular phone systems/voice mail (roaming and data usage)
- Laptop and tablet work stations
- Fax/Lagan ECM System
- Photocopier/scanner password equipped
- Live monitoring as an extension of quality monitoring programs

Hard device

- Security proxy-card access
- Contact Centre Duress Buttons

This list is not exhaustive and may be updated as policies, practices, and procedures change, or as assets, systems, services, equipment, and devices, are upgraded or replaced.

How Information Obtained Through Electronic Monitoring May Be Used

Information obtained through electronic monitoring may be used for all purposes consistent with the City's responsibilities as a municipality, any City By-law, policy, practice, or procedure, and the City's obligations pursuant to the various Collective Agreements with the City's bargaining units.

Such purposes include but are not limited to employee safety, the protection and security of the City's resources, monitoring employee compliance with applicable policies and procedures, and complaint response.

Other purposes may include:

- Workforce management
- Operational auditing, monitoring, and reporting
- Health and safety monitoring
- WSIB or Ministry of Labour investigations
- Coaching and quality improvement
- Labour Relations-related investigations
- Privacy complaints, monitoring, and auditing
- Security incidents, including workplace violence, thefts, vandalism, and threats

- IT related investigations
- Regulatory college reporting
- Data review and pattern monitoring
- Resolving technical issues
- As evidence for forensic investigations on behalf of the City or an authorized third party such as law enforcement agencies or other government bodies
- Responding to freedom of information requests, litigation-related requests, or otherwise as required by law.

Information obtained by the City through electronic monitoring shall be collected, maintained and dispersed in accordance with the City's responsibilities as a municipality, any City By-law, policy, practice, or procedure, and the City's obligations pursuant to the various Collective Agreements with the City's bargaining units.

Related By-laws, Policies, and Procedures

This Policy is to be read, implemented, and interpreted with other related By-laws, policies, and procedures, including but not limited to:

- Acceptable Use of Information Technology Assets Policy
- Acceptable Use Policy – User Monitoring Procedures
- Application of City Policies to Social Media Use
- Access Management Policy
- Business Expense Policy
- Corporate Information Security Policy:
- Cyber Security Policy
- Fleet Safety Policy
- Information Management Accountability Policy
- Information Technology Asset Management Policy
- Information Technology Asset Management Validation and Reporting Procedures
- Information Technology Software Asset Management Procedures
- Human Resources Management and Ethical Framework for Members' Staff
- Human Resources Protocol for Toronto's Accountability Officers
- Mobile Device Management Policy
- Protection of Privacy Policy
- Purchasing Card Program Policies and Procedures
- Toronto Municipal Code, Chapter 3, Accountability Officers
- Toronto Municipal Code, Chapter 192, Public Service By-Law
- Toronto Municipal Code, Chapter 217, Records, Corporate (City)

Approved By

Tracey Cook, Interim City Manager

Date Approved

October 7, 2022

Effective Date

October 11, 2022

Applegrove Community Complex
Correspondence / Information Received
January 2023

From (Date Received)	Regarding	Action(s)
City Clerk's Office (Dec 2023)	Notice of Intention to designate the property at 415 Broadview Ave. under Part IV Section 29 of the Ontario Heritage Act as a property of cultural heritage value or interest. Notice of objection may be served on the City Clerk by January 3. Email hertpb@toronto.ca	R&F
City Clerk's Office (Dec 14, 2022)	Notice of Applications under the Planning Act to amend zoning bylaw and permit a 10-story mixed use building at 975 Danforth Ave. Planner, Helen Song 416-392-5606 helen.song@toronto.ca	R&F
City Planning (Jan 4, 2023)	Flyer: Community consultation meeting (virtual) to discuss 2 planning applications at 614-653 Queen Street East and 929 Queen Street East. Monday January 16, 7-9pm.	R&F
City Clerk's Office (Jan 4, 2023)	Notice of passing of zoning bylaws 76-2023 and 77-2023, with respect to the lands known as 1555 – 1575 Queen Street East. Notice of appeal can be filed with City Clerk no later than Jan. 12. Planner: Kasia Kmiec 416-392-0674 kasia.kmiec@toronto.ca	Susanne to flag for the board as an FYI
City Planning (Jan 4, 2023)	Flyer: Community Consultation Meeting re. application to amend the zoning bylaw for a 27 storey residential apartment at 16 – 26 Cosburn Ave. on January 18.	R&F
Ontario Land Tribunal (Jan 19, 2023)	Proceedings commenced under the Planning Act re. by 415 Broadview GP Inc. A case management conference will be held at 10am on February 7 at http://global.gotomeeting.com/join/914098901	R&F
City Planning (Jan 19, 2023)	Flyer: Community Consultation Meeting (virtual) to discuss 2 planning applications an 1761-1763 Dundas St. East and 1400 Gerrard Street East on Feb. 1 from 7-9pm.	R&F

**R&F = Receive and File*

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