

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

**“TOGETHER, BUILDING OUR COMMUNITY”**

## Board of Directors Meeting

January 31, 2022

This virtual meeting is open to the public. Members of the public who wish to be asked to contact Susanne Burkhardt, Executive Director at [sburkhardt@applegrovecc.ca](mailto:sburkhardt@applegrovecc.ca) in advance.

To join by Zoom:

<https://us02web.zoom.us/j/84039119491?pwd=eE8yWk5wWU5pdytXL1RtRzY4V1MyQT09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 840 3911 9491

## AGENDA

### 7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement and TRC Recommendation (*attached*)
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of November 29 Board of Directors Meeting (*attached*): to be accepted

### 7:10

6. Finance
  - 6.1. Audit Process: for information

### 7:15

7. Standing Committees
  - 7.1. Strategy & Finance Committee Report (*draft Jan 17 notes attached*)
    - i) Strategic Planning
  - 7.2. Membership, Outreach & Inclusion Committee Report (*draft Jan 19 notes attached*)
    - i) AGM
    - ii) Board Recruitment

### 7:45

8. Program Update (*attached*)
9. Neighbourhood Food Hub Update (*attached*)
10. Don Summerville Update
11. Branding Update

### 8:15

12. Directors' Concerns

### 8:20

13. Adjournment

## **CALL TO ACTION #17 - Language and Culture**

### Truth and Reconciliation Commission (TRC)

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*We call upon all levels of government to enable residential school survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licences, health cards, status cards, and social insurance numbers.*

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

In June 2021, the federal government announced that Indigenous people can reclaim their traditional names on passports and other federal government identification for free for the next five years.

Indigenous Services Minister Marc Miller said the change applies to all individuals of First Nations, Inuit and Métis background, regardless of whether they attended residential schools.

Citizenship Minister Marco Mendicino said all fees will be waived for the process, which pertains to passports, citizenship certificates and permanent resident cards.

Ontario, N.W.T., Nova Scotia and Alberta have agreed to waive fees for name changes on identity documents to allow people to reclaim names.

Federally, Service Canada charges no fees for name changes for the social insurance number (SIN).

Alberta began waiving the fees for name changes for residential school survivors, their descendants, and people affected by the Sixties Scoop in 2019 and planned to waive them until 2024. In June 2021, the province announced it was removing the end date and would continue waiving the fees indefinitely.

In early 2017, Ontario committed to "waiving name change fees for Indigenous people who are residential school survivors and family members of survivors (spouse, direct descendant's spouse) seeking to reclaim a name changed by the residential school system," according to a provincial progress report.

The report, “The Journey Together: Ontario’s Commitment to Reconciliation with Indigenous Peoples,” goes on to say that “Fees are also waived for any indigenous person who is reclaiming a single name if that name is in accordance with their traditional culture.”

The Ontario government also made legislative changes to allow those people to register with single names. The fees will be waived until January 2022.

As of October 2018, N.W.T. will waive fees for name changes for all Indigenous residents — not just residential school survivors and their families — whose names were affected by “historical errors.” The fees will be waived until October 2023.

The fee exemption applies to any certificate issued under the territory's Vital Statistics Act — which can include birth, death and marriage certificates. It will also be free to reclaim Indigenous names on a driver's licence, according to the territory's infrastructure department.

In July 2017, the government of the Northwest Territories also changed its Vital Statistics Act to allow the ability to use single names based on traditional culture.

As of July 9, 2019, Nova Scotia will waive fees to change names on official identity documents for residential school survivors and their families. In Nova Scotia, the cost to change a name is normally \$165.70 and \$24.95 for each additional family member. The fees will be waived until July 2024.

Meanwhile, the Vital Statistics Council for Canada (an interjurisdictional advisory group, which includes officers from all provincial and territorial Vital Statistics offices) continues to work with the regions to advance this call to action.

In its 2019/20 annual report, Vital Statistics Manitoba noted that “the Vital Statistics Agency continues to be an active participant in Vital Statistics Council for Canada (VSCC) discussions on implementation of recommendation #17,” but as of July 2021, fees have not been waived in Manitoba.

In the VSM 2015/16 annual report, it noted legislative changes would be needed to allow for a name to be changed to a single name “as current statutory naming provisions require” the need for both a surname and a given name, and only with the letters “a to z.”

Furthermore, VSM determined it could not waive fees for name changes, since the province of Manitoba requires all adults seeking a legal name change to be fingerprinted through the RCMP and it charges for that service.

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



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**“TOGETHER, BUILDING OUR COMMUNITY”**

## **Minutes of the Board of Directors Meeting November 29, 2021 – by Zoom video conference**

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

Present: Hamdi Abdo, Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Tim McNab  
(Chair), Sue Munn, Jim Valentine  
Regrets: Councillor Paula Fletcher, Eadit Rokach,  
Absent: Andre Riolo  
Staff: Susanne Burkhardt, May Seto (recorder), Monica Vela

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

Tim called the meeting to order. Quorum of 5 Directors was achieved. The agenda was adopted as circulated.

### **2. Indigenous Land Acknowledgement**

Tim highlighted TRC Call to Action #16 – Language and Culture. Susanne shared that there is a new Indigenous arts program on Queen. Members felt more work has to be done in the area of offering degree or diploma programs in Indigenous languages.

### **3. Welcome and Introductions**

### **4. Declaration of Conflicts of Interest**

None were declared.

### **5. Minutes of October 25 Board of Directors Meeting**

**MOTION** (Lim-O'Brien/Law)

*To accept the minutes of October 25, 2021 Board Meeting.*

**Carried**

#### **Recorded Vote:**

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo - yes

## 6. Finance

### 6.1. Year-to-date Financial Report

Monica provided an overview of the variance report and balance sheet. She shared that the bank accounts continue to be in a healthy position. The admin revenue is very close and the goal is to break even. Program revenue variance is a difference of \$57,000 due to the afterschool program. The admin expenses show a variance of \$6785 due to calendarization, permit fees not being used, and SAGE licensing still has to be paid out. The program expense variance is \$78,000 due to lower income and expenses in the afterschool program. We expect to do some year-end spending. Monica reviewed the balance sheet and shared that overall Applegrove is in a good position.

### 6.2. 2022 Draft Program Budget

Susanne provided an overview of the briefing note. The budget was brought to the Strategy and Finance Meeting and has since been adjusted slightly due to new information available. The projected deficit of \$4511 is lower than anticipated and is primarily due to reduced Afterschool Program revenue, new legislated staffing costs, loss of one-time Teen Program grant funds, resumption of full hours for Child and Youth Worker, and reduced grant/partnership admin fee revenues.

### 6.3. Reserve Funds

Monica provided an overview of the reserve funds briefing note and highlighted target and recommended amounts. Staff recommend moving funds from programs to restricted reserves funds as follows: \$120,000 into the operating, \$15,000 into infrastructure, and \$10,000 into strategic plan reserve funds. These funds would be earmarked for specific use and no longer program funds. Monica shared that moving the funds now would allow for the figures to be part of the audit.

**MOTION** (Lim-O'Brien Valentine)

To accept the YTD financial report.

**Carried**

**Recorded Vote:**

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

**MOTION** (Lim-O'Brien/Valentine)

To approve the 2022 Program Budget.

**Carried**

**Recorded Vote:**

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo - yes

**MOTION** (McNab/Valentine)

*To approve the establishment of three reserve funds:*

- 1) operational reserve fund at \$120,000;*
- 2) infrastructure reserve fund at \$15,000;*
- 3) strategic plan reserve fund at \$10,000*

**Carried**

**Recorded Vote:**

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

**7. Standing Committees**

**7.1. Membership, Outreach and Inclusion Committee Report**

Vai provided an overview of the committee notes. The Diversity, Equity and Inclusion Assessment contract with Lunaria Solutions has been signed and work is starting. Susanne and Louise attended a Land Acknowledgement training and recommend a staff/board process to develop an acknowledgement that is meaningful to Applegrove. Susanne's outreach to TCHC has made some progress, the website is ready to go and we will be doing a soft launch and a formal one at the AGM. Vai reminded members to complete the Board Recruitment survey. The date chosen for the AGM is March 31. The decision to hold it in-person or virtual will be made closer to the date.

**MOTION** (Munn/Abdo)

*To accept the Membership, Outreach and Inclusion Report as presented.*

**Carried**

**Recorded Vote:**

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

**7.2. Strategy and Finance Committee Report**

Jim provided meeting highlights. Applegrove received a few grants which included: Seniors Community Grant and Rotary Club of Toronto. The Neighbourhood Food Hub Space Use Policy is drafted and will go to the Personnel and Policy Committee for review. The Don Summerville demolition event took place and was well attended. We have a consultant for strategic planning and work will happen early next year.

**MOTION** (Munn/Abdo)

*To accept the Strategy and Finance report as presented.*

***Carried***

***Recorded Vote:***

*Law – yes*

*Valentine – yes*

*McNab – yes*

*Hodgson – yes*

*Lim-O'Brien – yes*

*Munn – yes*

*Abdo – yes*

**8. Program Update**

May highlighted new and key items from the program update report. EarlyON will add an extra day of indoor programming and will now be offering all 3 program models (virtual, 1 day of outdoor and 3 days indoor). The indoor program is popular and we are seeing many participants return. The seniors program started a line dance program last week on Tuesday and Thursday from 10-12 at SH Armstrong. It's been successful with approximately 50 new seniors attending. We hope they will attend some of the other programs as well. The prenatal program is going strong with an average of 15 women attending. May is starting to plan for the Income Tax Clinic. Our Social Service Worker placement student will help out and 2 additional interested volunteers were recruited via the newsletter promotion.

**9. Food Hub**

Susanne provided highlights from the report. East End United has a new staff position to manage facility and partnership matters. A micro-greens growing room has been created and activities include growing greens and classes to learn about farming. They are starting hot desk rentals and have a growing fundraising relationship with Fjallraven. A grant was submitted for two pollinator gardens. Susanne is in discussion with the City regarding options for providing insurance for community groups, as our current policy does not cover this and the need to purchase insurance presents financial and administrative barriers for some groups who want to work with and out of the Food Hub. Susanne is working on a partnership model with Greenbelt Markets, as a next phase in the development of the model and relationship with Applegrove.

**10. Don Summerville**

Susanne shared that the employment program continues and will ramp up when construction starts. On December 2 there will be a holiday celebration and the scholarship recipients will be honoured at that event. Hamdi shared that they are planning to create a strategic plan in the new year.

**11. Relocation Update**

Susanne has followed up with City staff for updates on where their internal discussions are at. Discussion and internal briefings continue at this point. Susanne also asked SDFA for an update regarding a CreateTO deadline for decision-making on 1631 Queen Street, however no information is yet available on this. Susanne will follow up with SDFA again.

**12. Directors' Concerns**

No Directors' concerns. Vai attended the board orientation with the City and shared that there was discussion about strategic planning being open to the public. Susanne shared

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November 29, 2021

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that often the public can be engaged through consultation and that a board strategic planning session may constitute a board meeting, in which case it would be considered a public meeting. Susanne will follow up with other AOCC EDs on this issue.

**13. Adjournment**

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jean Lim-O'Brien.

***Recorded Vote:***

*Law – yes*

*Valentine – yes*

*McNab – yes*

*Hodgson – yes*

*Lim-O'Brien – yes*

*Munn – yes*

*Abdo – yes*

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Chair

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Secretary



# APPLEGROVE COMMUNITY COMPLEX

## Strategy & Finance - Notes

January 17, 2022 at 6:30 p.m.

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Present: Hamdi Abdo, Eadit Rokach

Staff: Susanne Burkhardt, May Seto (Recorder)

Guest: Chris Govern, Management Advisory Services

### 1. Welcome

### 2. Notes from November 15 Meeting

No changes required.

### 3. Partnerships and Grants Update

#### a. Grants

Susanne provided an update of the grant tracking form and highlighted how Applegrove did in 2021 overall. She shared that due to the pandemic grants have been extremely competitive and Applegrove's success level was ok but not exceptional. Members asked about past years - overall there were better results last year, however the totals included Food Hub funding received from the City's CSP program, which is now in its second year (2 year grant).

#### b. Neighbourhood Food Hub (NFH)

Susanne provided an update. Due to the restrictions there is little in-person programming now. Applegrove is on site to package food for their cooking workshops. Susanne is working on the partnership agreement with the NFH and is looking for a pro bono lawyer to review. They are also looking for a long-term solution for insurance coverage for the small groups that use the space. Applegrove and Greenbelt's insurance does not cover them and food prep insurance costs are high because of the nature of the activity.

The NFH submitted a Letter of Intent to the Metcalfe Foundation and has been invited to send a full application. Also, the Food4Thought program has completed the mosaic art project and will be installing it at the NFH soon.

#### c. Don Summerville

No major updates. There is an upcoming tenant/advisory meeting this week. The demolition is finished and more jobs available at the construction site are expected to become available as the project progresses.

### 4. Organizational Planning

#### a. Strategic Planning

Chris Govern attended the meeting, reviewed the chart of pre-work activities and set timelines with the committee members – see Appendix 1. There is a lot of pre-work to be done which includes key informant interviews, SWOT analyses, staff focus group, client and partner surveys. Susanne will work on the operations review, environmental trends, research

and background data and will send out to the Board for review before sending to Chris. SWOT analyses will go to Chris, who suggested that they be done independently vs in groups. Surveys will be conducted using a paid version of Survey Monkey. A deadline was set of all pre-work to be done by end of April so that board planning sessions can take place in May.

**5. Finance**

*a. Audit Update*

Susanne shared that the audit is scheduled for the week of Feb. 22 – 25. It will be done remotely. In past years, prior to the pandemic, the audit was done on-site.

**6. Registration/CRM System**

The Privacy Impact and Cloud Security Assessments are essentially complete. May and Josh are looking at the software and testing out the sandbox version. Susanne is working on the agreement between the City and Amilia. This is being done with staff from Waterfront Neighbourhood Centre and City Legal. Once the agreement is signed Applegrove will register with the provider, set up the system and have staff trained. We hope to have it operational in time for summer camp registration.

**7. Annual Committee Work Plan**

Deferred to next meeting.

**8. Other Business**

*a. New Website*

The new website is live but still needs some work and updating. There will be training for Susanne and 2 other staff on word press so changes and the website can be managed in house.

*b. New Management Posting*

Susanne shared that there will be a new posting – Manager of Office, Business and Information Systems. Once the posting is finalized, she will send out to Board members.

*c. Annual General Meeting (AGM)*

The AGM is tentatively scheduled for March 31. This will be confirmed at the Membership, Outreach and Inclusion meeting on Wednesday.

**Next Meetings:**

February - meeting date to be rescheduled as February 21 is a statutory holiday (Family Day)

March 21

## Appendix 1 – Proposed Strategic Planning Process (January - April 2022)

TASKS/STEPS	BY WHEN	WHO	COMMENTS
<b>INPUT - PRE WORK</b>			
Key Informant Interviews <ul style="list-style-type: none"> <li>Draft questions</li> <li>Identify key informants</li> <li>Do interviews</li> <li>Reports to Chris</li> <li>Summary report</li> </ul>	Chris Board Board Board Chris	Done Feb 28 Apr 24 Apr 25 Apr 30	
Staff discussion – based on SWOT replies <ul style="list-style-type: none"> <li>Design, facilitate, report</li> </ul>	ED	April	
Partner focus survey <ul style="list-style-type: none"> <li>Draft survey</li> <li>Implement survey</li> <li>Summary report</li> </ul>	ED ED Chris		Chris to send draft questions
Client survey <ul style="list-style-type: none"> <li>Draft survey</li> <li>Implement survey</li> <li>Survey report</li> </ul>	Chris ED ED	Jan Early Mar Apr	
SWOT analysis – all participants & all staff <ul style="list-style-type: none"> <li>Provide template</li> <li>Participants complete</li> <li>Summarize staff for discussion</li> <li>Report complete for all participants</li> </ul>	Chris Everyone Chris Chris	Feb 28 Mar28 Apr 7 Apr 7	Staff to complete and Chris will summarize and then you'll have discussion with staff for planning input  Board members to do SWOT also
Operations Review	ED	Apr	
Environmental trends	ED	Apr	
Identify any research or background data to be circulated	ED	Apr	EDI report to be included (end of Feb) Community demo profile Program summary Program eval results

Circulate pre read package	ED	TBD	Chris will complete package; to be circulated 1 week prior to planning session
<b>PLANNING</b>			
Set dates for planning session(s)	Board	TBD	Likely May
Design, facilitate, document sessions	TBD	Chris	
<b>PLAN APPROVAL/COMMUNICATION</b>			
Draft report to Board	TBD	Chair	
Board adoption of strategic plan	TBD	Board	
<b>1 YEAR OPERATING PLAN</b>			
Develop/document operating plan	TBD	Mgmnt	Chris will facilitate, if desired
1 year operating plan to Board fyi	TBD	ED	

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee

January 19, 2022 at 6:00 p.m.

#### Meeting Notes

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Present: Pierre Bois, Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Moneca Yardley

Staff: Susanne Burkhardt, May Seto (recorder)

#### 1. Welcome

#### 2. November Meeting Notes

No follow up required

#### 3. Activities & Events

##### *a. Holiday Event*

The December 9 event went smoothly but there were fewer people in attendance despite a good registration turn out. Two elected representatives, Paula Fletcher and Peter Tabuns, attended. Susanne shared that one parent participant expressed that her child missed Santa, as the Indigenous drumming and presentation is often a focus at school. Pierre thought the drumming circle was great but a bit long.

##### *b. Staff-Board Holiday Event*

The event was cancelled due to rising COVID numbers. Applegrove gave staff a small gift and gift certificate for Casa di Giorgio, which was scheduled to cater the night. Simone suggested a staff/board event when restrictions lift and members liked that idea. It was also suggested to do a community event and Susanne suggested another outdoor movie night at Ashbridge Estate with planning again by the leadership program. Finally, it was decided to hold the April or May Board meeting in-person at the Food Hub if restrictions are lifted to allow members to meet in-person and to tour the space.

##### *c. AGM planning*

The date was confirmed for March 31. Members discussed in-person vs virtual and will delay the decision by two weeks when there is more clarity on where things are headed. Staff will make a recommendation to the committee by the end of January. Proof of vaccination was discussed and Susanne expressed concern that it might be a barrier for some members. Susanne shared the AGM workplan and highlighted the key important dates. It was decided to put together a video presentation of Applegrove photos, highlights, quotes from members, etc for the non-business portion of the evening. This would tie nicely to the website launch as well.

#### 4. Board Recruitment and Nominations

##### a. Vacancies

Applegrove is looking to fill 2 vacancies as Jean and Tim are not returning. Vai is only eligible for a one-year term as she will reach her 8 years maximum term limit.

##### b. *Priorities*

Susanne shared results from the board skills and diversity questionnaire. All community board members participated and the questionnaire was not filled out by the Councillor and School Trustee (vacant). She also shared feedback from the Personnel and Policy committee members, who pointed out that Applegrove would be losing expertise with the loss of Tim and Jean in the areas of IT and finance.

Discussion identified the following priorities for board recruitment, to be presented and discussed at the upcoming board meeting:

- IT expertise
- Finance expertise
- Expertise and/or lived experience related to seniors
- Food security expertise
- Attendee of Applegrove programs (self or household member/s)

##### c. *Process and Methods*

Current methods to distribute recruitment information include the City website, posters, ad in Beach Metro, e-networks, and our newsletter. Other suggested methods include providing the information to TCHC building staff. Susanne will revise the recruitment poster and circulate to members.

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

##### a. *Issues Update*

Susanne described a race-related incident in our afterschool program, with staff finding an inappropriate drawing that had racist implications posted on a classroom bulletin board. It was brought to Susanne's attention and she met with the school principal, vice-principal and student, who agreed that this was unacceptable and have taken steps to address the issue. May and Susanne met with Abby to discuss how to report these issues in the future and to develop strategies on enhancing Applegrove's anti-racism education and supporting staff. The incident took place in a multi-use classroom that has presented other challenges for our program, so we worked with the principal to move our group into an unused classroom instead.

##### b. *DEI Assessment Update*

Susanne provided an overview. The survey is closed now and it was a challenge to get people to fill it out. In the end, there was a good response rate. The consultant has the results and will provide a summary of findings soon.

## **6. Updates**

### *a. Staffing*

Josh Grainger has been hired as the new Program Assistant. He will still be working in the EarlyON program but now has full-time hours.

### *b. Branding*

Susanne spoke to Sherpa Creative and they are committed to finishing off the branding website with a final product that we are happy with. Susanne is meeting with Wade tomorrow.

### *c. Website*

Applegrove did a quiet launch and the website is live. Susanne has a password and can make basic updates as needed. There is more work to be done e.g. in the areas of social media and with our new CRM when ready. Training will be provided by the developer with Susanne, Josh and Nanor.

### *d. Social Media*

Susanne and Josh have met. Josh is excited and has proposed some changes. A community volunteer also has a participant with communications/art design expertise who wants to do some pro bono work with us on our social media.

### *e. Online Registration*

The Privacy Impact and Cybersecurity Assessments are almost done. May and Josh are looking at the software and testing out the sandbox version. Susanne is working on an agreement with the City and Amilia. Once signed, Applegrove will register. We hope to get everything worked out in time for summer camp registration.

### *f. Strategic Planning*

There is a work plan in place and some prep work needs to be done. Prep work should finish in April with planning sessions scheduled for late April or May.

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

Deferred.

## **8. Other Business**

- Applegrove is hiring for a new position, Manager of Office, Business and Information Systems. Once the posting is ready, Susanne will circulate to members.
- May attended a National Anti-Racism Fund information session and will discuss with Susanne if we should put in an application. The deadline is tight and we may want to apply in the next round and after we do all our DEI work.

Next Meetings: February 16, March 16

# **PROGRAM UPDATE**

**January 28, 2022**

## **EarlyON**

- The program has transitioned back to virtual due to the restrictions
- Staff continue to offer digital drop-in, Instagram live, recordings and check-in calls
- Once the restrictions are lifted, the program will be offered indoors, outdoors and online
- The EarlyON Safe Restart and Final reports were submitted on January 21.
- We have a new Ryerson Nursing placement student who will be working with the program

## **Seniors**

- Online programs continue: Yoga, Seniors social program, Spanish, and workshop speakers.
- We received a grant of \$16,040 for online seniors cooking workshops
- We also received an increase in our SALC funding from \$37,900 to \$42,700 and can now offer a half time position to our Seniors Program Worker. Our Special Grant funding request was approved and we will receive an additional 12,875 for equipment, staffing, and outreach
- We have a second Ryerson Nursing placement student who will be working with the program
- We will be hosting our Seniors Active Living Fair virtually this year and received \$1000 from the OACAO to help with costs.

## **Afterschool**

- Delayed opening of the afterschool program to align with the school's re-opening.
- An afterschool staff meeting was held, program planning and training was assigned during the a few days during closure and snow days.
- Re-opening date was January 19 and many families have decided to keep their kids home until the end of January to see assess the COVID number situation and for some to get their 2<sup>nd</sup> dose of vaccinations.
- During this the closure, staff were on a declared emergency leave.

## **Helping our Babies Grow**

- Program is going well. Nothing new to report.
- Louise is adding a half hour session on Wednesdays so the participants can attend the EarlyON program afterwards.

## **Youth Program**

- Attendance is low. On hold until further notice and discussion with staff.



**Income Tax Clinic**

- Planning has started and poster will go out soon.
- Registration open as of February 1
- In-person will be held at the Food Hub on Tuesdays
- May and Jean will do virtual appointments
- We were successful in receiving \$500 in funds from the CRA to help with costs from our 2021 tax clinic.

## Applegrove Board Updates

<b>Date:</b>	January 25, 2022					
<b>Report by:</b>	Greenbelt Markets					
<b>Report Sent to:</b>	Susanne (ED, Applegrove)					

### Updates from Last Report:

<b>Facility</b>	Updates	Fire System update completed for new kitchen and facility use. Basement rooms revamped and ready for partner use (Hot Desk/Meeting space) waiting on white board installation. Microgreen Farm is completed and ready for use.
	Transformation	Next rooms to be updated are: Barbara Christie room (potential child care space), The Admin office
	Outdoor Signage	Being discussed with the governance committee. Awaiting next steps.
<b>Partners</b>	Partnership Interviews	Partner interviews with existing partners continue, opportunities for further collaborations are emerging: Space use, program development, food sharing, events, etc.
	Fjallraven	Fjallraven will be sending donation and final sales \$ from parka sales in December.
	Just Vertical	New partnership with local hydroponic grow unit company Just Vertical; partnership provides 30% discount on 4 indoor veggie and greens units to add to the Microfarm, complimentary seeds and grow medium, and currently partnering on program delivery for a video and in-person component (omicon-pending). Long-term goal is to run educational programs on a regular basis and extend accessible pricing to interested partner organizations via the NFH case study.
<b>Programs</b>	Omicron	All non-essential programming has been placed on hold with the current lockdown. Revised capacity and Covid-19 protocols to be put in place for re-opening on January 31st
	Kitchen Use	Omicron has halted kitchen use aside from Club Sandwich and Food Bank
	Basement Hall	Weekly food bank operations and Club Sandwich operations.
	Microgreens	The installation and the classes held before the new year were a success. The plan to hold more classes in the new year has been postponed and looking into alternative options for classes, such as online video learning.
	Talk is Free	Theatre group is using the NFH for an interactive performance of Sweeney Todd. Rehearsals to start end of February with performance in June
<b>Grants and Fundraising</b>	Metcalf Opportunities Fund	Application for the Neighbourhood LaunchPAD due January 31st. Data collection and application in process.
	Trillium Foundation	A large Trillium grant is being pursued by Greenbelt Markets to increase operational capacity
	Foundation w/ Building Roots	Exploring a mutually beneficial foundation application with Building Roots to increase operational capacity and sustainability - TBC
	CSJ	Potential position for summer students to assist in NFH programming and maintenance

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**“TOGETHER, BUILDING OUR COMMUNITY”**

## Board of Management Meeting

**January 31, 2022**

This virtual meeting is open to the public. Members of the public who wish to be asked to contact Susanne Burkhardt, Executive Director at [sburkhardt@applegrovecc.ca](mailto:sburkhardt@applegrovecc.ca) in advance.

To join by Zoom:

<https://us02web.zoom.us/j/84039119491?pwd=eE8yWk5wWU5pdytXL1RtRzY4V1MyQT09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 840 3911 9491

## AGENDA

**8:20**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of November 29 Board of Management Meeting (*attached*): to be accepted

**8:25**

- D. Personnel and Policy Committee (*draft Jan 17 notes attached*)

**8:35**

- E. Records Retention: for approval
- F. Customer Relationship Management (CRM) System: for information
- G. Facility Relocation: for information

**8:55**

- H. Executive Director's Report
- I. Correspondence and Information Received (*attached*): for information

**9:00**

- J. Adjournment

## Next Meetings and Events

February 28 – Board Meeting

March 14-18 – Seniors Active Living Fair (virtual)

March 31 - AGM



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

**“TOGETHER, BUILDING OUR COMMUNITY”**



An Agency of the City of Toronto

## **Minutes of the Board of Management Meeting November 29, 2021 – by Zoom video conference**

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

Present: Hamdi Abdo, Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Tim McNab  
(Chair), Sue Munn, Jim Valentine  
Regrets: Councillor Paula Fletcher, Eadit Rokach  
Absent: Andre Riolo  
Staff: Susanne Burkhardt, May Seto (recorder)

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

Tim 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 25 Board of Management Meeting**

**MOTION** (Law/Hodgson)

*To accept the minutes of October 25 Board of Management Meeting.*

**Carried**

#### **Recorded Vote:**

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo - yes

### **D. Personnel and Policy Committee**

Tim provided an overview of the committee notes. The resignation of the Program Assistant confirms that Applegrove needs to look at how to create pathways for growth at the agency. Susanne provided an update on human resource planning.

**MOTION** (Law/Abdo)

*To accept the Personnel & Policy Committee meeting notes as presented.*

**Carried**

#### **Recorded Vote:**

Law – yes

*Valentine – yes*  
*McNab – yes*  
*Hodgson – yes*  
*Lim-O'Brien – yes*  
*Munn – yes*  
*Abdo - yes*

**E. Records Retention Policy**

Susanne presented the Records Retention Policy and highlighted the key points. It will be finalized once final feedback is received from the City. At that point Susanne will circulate it to the board by email for review and approval.

**F. Executive Director's Report**

Susanne shared that the City is developing a cybersecurity confirmation program for agencies to reduce risk and ensure compliance. Applegrove will have to complete it for a City report due in the first quarter of next year. Susanne shared we are having frustrating IT issues may look at another provider in the next year. Applegrove went through a digital transformation due to COVID but it creates a whole new layer of ongoing work to maintain devices and systems. The AOCC EDs may advocate for financial or other support from the City in this area as it is an administrative function. The new website is ready to go and the new CRM system is moving ahead quickly.

**G. Correspondence & Information Received**

Susanne shared that due to the departure of the Program Assistant the list of correspondence was not available for this board meeting and will be shared at the next meeting. Susanne reported that she received correspondence that requests agencies which oversee the use of space or facilities that are made available to the public align their facility booking policies, procedures, processes, etc. with the City's Human Rights and Anti-Harassment/Discrimination and Hate Activity Policies. This is timely as it was able to be incorporated into the draft Neighbourhood Food Hub Space Use Policy.

**H. Adjournment**

The meeting was adjourned on a motion by Vai Teng Law, seconded by Jean Lim-O'Brien

***Recorded Vote:***

*Law – yes*  
*Valentine – yes*  
*McNab – yes*  
*Hodgson – yes*  
*Lim-O'Brien – yes*  
*Munn – yes*  
*Abdo - yes*

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Chair

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Secretary



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## **Personnel and Policy Committee**

### **Draft Meeting Notes**

January 17, 2022 - 5:00 pm

Present: Tim McNab, Susan Munn

Staff: Susanne (recorder)

#### **1. Notes from November 15 Meeting**

The meeting notes are accurate and follow up items will be addressed at today's meeting.

#### **2. Staffing**

##### *a. Updates*

- The posting for the Manager of Office, Business and Information Systems is almost finalized. Susanne plans to post it within the week, outlined the plans for posting, and will circulate it to the board once ready.
- Louise will work reduced hours for the next 4 weeks due to family caregiving needs.
- With resumption of TDSB in-person learning, staff will be in the office again on an as-needed basis to enable delivery of the after school program.

##### *b. Program Assistant Hiring Report*

- Josh Grainger has been hired to fill the Program Assistant position. He will work 22 hours in EarlyON and 18 hours as Program Assistant each week. He now has full time permanent employment, which supports our goal of streamlining the staffing model provide more stability for staff and reduce the administrative burden associated with having a lot of staff in multiple and changing positions.

##### *c. 2021 Staff Training Report*

- The committee reviewed the draft report. Susanne reported that it is based on training log data, which is still being refined and did not include in-house after school and summer camp training - it will be included next year. The committee discussed the differences in levels and categories of training done by different staff groups and the challenge in setting a minimum number of training hours due to staff tenure and turnover, changing requirements and other factors.
- Susanne reported that management will review results to support the equitable distribution of training opportunities across staff, and that discussion on training and development is included on the staff supervision form. An organizational training list was developed for 2022, however may evolve with results from the Diversity, Equity and Inclusion Assessment.
- Sue noted that workplace violence was not included. Susanne reported that this is done at the after school and camp training programs and at an annual staff meeting which did not take place last year due to the pandemic. She will follow up to ensure it is done with core staff soon.

## **2. Management Overtime & Workload**

Susanne reported that Applegrove is calculating entitlements using the method for part time City non-union staff, which reflects the 2012 cuts when management positions became part time. This makes sense for Monica but should have been adjusted when May and Susanne became full time in 2020. It differs slightly from the method for full time City staff, but the difference in vacation accrual is not significant. Due to the challenge of shifting from one system to another the current method will continue to be used for May and Susanne, however the City's policy will be applied for any new full-time management staff.

## **3. Performance Evaluation**

### *a. 2022 Process*

In fall 2022 the City's performance management system will shift from a paper-based program to an online one, with greater line of sight to corporate and divisional objectives. Susanne does not yet know how this will be operationalized for AOCCs and will continue to follow up.

### *b. 2021 Process*

Susanne has drafted her 2021 performance report, and will send it to the committee along with some City documents that provide information on the evaluation process. As there is no current City process, the committee will review Susanne's report, meet with Susanne to discuss it and present the results to the board for approval.

## **4. Policy**

### *a. Policy Development and Review Procedure – deferred*

### *b. Breach of Privacy Procedure*

The Committee reviewed the draft document. It was noted that with a small staff complement, some personal data could make an individual identifiable and that this should be considered. Susanne clarified that Applegrove is not considered a health information custodian. Susanne will create a final draft which speaks to Applegrove's situation and bring it back to the committee.

## **5. Board**

### *a. Board Skills & Diversity Assessment*

The committee reviewed and discussed the findings, and provided comments. The findings and comments will be shared with the Membership, Outreach and Inclusion committee to inform planning for board recruitment.

### *b. Board Self-Assessment*

The survey will go out in first week of February. It was agreed that doing the survey prior to the AGM makes sense as doing it earlier would make it difficult for new board members to have the experience needed to do the evaluation.

## **6. Annual Work Plan**

Committee members will review the work plan independently and at the next meeting.

**Next Meetings** – February 21, March 21

**Applegrove Community Complex  
Correspondence / Information Received**

Nov 2021 - Jan 2022

From (Date Received)	Regarding	Action(s)
City Clerk (Oct 27, 2021)	Notice of passing by law 809-2021 to designate the property of 685 Queen street East as being of cultural value or interest	R&F
City Clerk (Oct 30, 2021)	Executive Committee Item 26.14: Reviewing City of Toronto Policies Governing the Use of Libraries and City Facilities by Individuals and Groups Promoting Intolerance or Discrimination – request that agencies that oversee the use of space or facilities that are made available to the public align their facility booking policies, procedures, processes, etc. with the City’s Human Rights and Anti-Harassment/Discrimination and Hate Activity Policies	Susanne to ensure that Neighbourhood Food Hub Space Use Policy addresses this
City Clerk (Nov 8, 2021)	Notice of public meeting, request to amend the zoning by-law 569-2013 – Specific use regulations for lane way suites. Thursday November 25 2021 by video conference	R&F
City Clerk (Nov 8 2021)	Notice of Public Meeting, for proposed amendments to the City of Toronto Zoning by law- 564-2013 to update parking standards. November 25 by video call	R&F
City Clerk (Nov 8. 2021)	Notice of Public meeting for proposed technical amendments to by-law 569-2013 that regulates use of lane, size and location of buildings	R&F
Ontario Land Tribunal (Nov 17, 2021)	Outline of Case management conference regarding request for amendments and considerations to Permit development of 16 storey building at 954-958 Broadview Ave	R&F
City Clerk (Nov 22, 2021)	Notice of intention to designate 1007 Craven Road property as property of cultural heritage value or interest.	R&F
City Clerk (Nov 25, 2021)	Notice of adoption of Official Plan amendment 557 and notice of passing of Zoning Bylaw 941-2-21. Only the Minister of Municipal Affairs and Housing may file an appeal.	R&F
City Clerk (Dec 14, 2021)	Notification of adoption of Executive Committee Item 27.4 City-Wide Real Estate – Next Phase of Implementation, which directs that all City Divisions and identified Agencies and Corporation (including Applegrove) operate in accordance with the City’s centralized Real Estate Service Delivery Model, which sets out key principles for strategic investment in real estate. The City is continuing on its journey to centralize its real estate services and is working toward the future financial sustainability of CreateTO (funded through temporary methods to date).	Bring to board’s attention at January meeting
City Clerk (Dec 14, 2021)	Notification of 2022 schedule of meetings for City Council and its Committees	ED to review when scheduling agency meetings and events
City Clerk (Dec 14, 2021)	Executive Committee Item 27.16 AOCC Settlement of Operating Results for Year Ended 2019 “City Council direct the 2019 operating surpluses of eight of the	R&F



From (Date Received)	Regarding	Action(s)
	centres totalling \$101,540 be paid to the City of Toronto and the City of Toronto provide one centre (Scadding Court Community Centre) with a supplementary subsidy to fund the operating deficit of \$18,758, resulting in a net operating surplus of \$82,782 to be received by the City." <i>Note: Applegrove did not have a deficit or a surplus</i>	
City Clerk (Jan 10, 2022)	Notice of Passing of Zoning By-law 1107-2021 on Dec. 17, 2021 with respect to laneway suite permissions across the City of Toronto. Only the Minister of Municipal Affairs and housing may file an appeal.	R&F
City Clerk (Jan 10, 2022)	Notice of Applications under the Planning Act for 838-844 Broadview Ave. Application to amend the Zoning By-Law to permit the construction of an eight-story mixed-use building.	R&F
City Clerk (Jan 10, 2022)	Notice of Passing of Zoning By-law 1092-2021 on Dec. 17, 2021 under the Planning Act. To appeal to the Ontario Land Tribunal, a notice of appeal must be filed with the City Clerk by Jan 18, 2022.	R&F
City Clerk (Jan 10, 2022)	Notice of Public Meeting by the Planning and Housing Committee on City-Initiated Official Plan Amendment pertaining to Protected Major Transit Station Areas – Downtown Secondary Plan and City-wide Interpretation Policies. January 12, 2022 at 10:30am.	R&F
City Clerk (Jan 10, 2022)	Notice of Public Meeting by the Planning and Housing Committee on City-Initiated Request to Amend the Official Plan and Zoning By-Law to Permit the Development of Garden Suites. January 12, 2022 at 9:45am.	R&F
City Clerk (Jan 10, 2022)	Notice of Public Meeting by the Planning and Housing Committee on City-Initiated Official Plan Amendment pertaining to Mandatory Pre-Application Consultation. January 12, 2022 at 9:30am.	R&F
City Clerk (Jan 14, 2022)	Notice of passing of designation By-law 1078-2021 on Dec 15, 16 and 17, which designates 537 Broadview Ave. as a property of cultural heritage or interest.	R&F
Ontario Land Tribunal	Proceeding commenced under subsection 34(11) of the Planning Act for City refusal/neglect to make a decision on amending Zoning By-law 6752 re. application for an apartment building which steps up to 15 storeys at 5-19 Cosburn and 8-40 Gowan. A case management conference will be held on Feb 18 at 10am.	R&F
City Clerk (Jan 21, 2022)	Notice of public meeting for City-Initiated Official Plan Amendment Pertaining to Development in Proximity to Rail Facilities on Feb 15 at 9:30 a.m.	R&F

\*R&F = Receive and File