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## **Board of Directors Meeting**

November 28, 2022

### **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 Oct 26 Board of Directors Meeting (*attached*): to be accepted

#### **7:10**

6. Finance
  - 6.1. YTD Financials (*attached*)
  - 6.2. 2023 Program Budget (*confidential briefing note sent separately*): for approval

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

#### **7:35**

7. Relocation Update
8. In-Camera Minutes for Board Meeting of October 26, 2022 (*sent separately*)

#### **7:40**

9. Strategic Planning (*confidential draft RFP sent separately*): for approval

Motion needed to return to the public meeting.

#### **8:00**

10. Standing Committees
  - 10.1. Strategy & Finance Committee Report - deferred
  - 10.2. Membership, Outreach & Inclusion Committee Report (*Nov 23 notes attached*)

#### **8:10**

10. Program Update (*attached*)
11. Neighbourhood Food Hub Update (*attached*)
12. 2023 EarlyON Budget Submission: for approval

#### **8:25**

13. Directors' Concerns

#### **8:30**

14. Adjournment

## CALL TO ACTION #24 - Health

### Truth and Reconciliation Commission (TRC)

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**We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the United Nations Declarations on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.**

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

Several medical and nursing schools across Canada offer courses on Indigenous health issues, but not all are mandatory. However, the professional bodies have committed to making it mandatory.

In June 2021, the Canadian Nurses Association released a Declaration Against Anti-Indigenous Racism in Nursing and Health Care. It states that “in nursing schools, we will provide education on the provision of culturally competent and relevant nursing care and require all student to learn about Aboriginal health issues (including the history and legacy of residential schools), the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, and Indigenous teachings and practices.”

The declaration also states that they “recognize the value of Aboriginal Healing Practices and will work to incorporate them in the treatment of Aboriginal patients in collaboration with Aboriginal healers and Elders when requested by Aboriginal patients.”

The Declaration was created by leaders of the Canadian Nurses Association, Canadian Federation of Nurses Unions, Canadian Nursing Students Association, and Nurse Practitioner Association of Canada, with input from the Canadian Indigenous Nurses Association.

In May 2019, the Association of Faculties of Medicine of Canada adopted a Joint Commitment to Action on Indigenous Health to address Calls to Action #23 and #24. The plan features 10 targets, with its strongest focus on recruiting more Indigenous students into medical school. It also calls for culturally safe training for all medical students and policies that do a better job of supporting Indigenous staff and faculty.

In October 2017, the Royal College of Physicians and Surgeons of Canada approved a recommendation from the Royal College Indigenous Health Committee (IHC) that “Indigenous Health become a mandatory component of residency education, meaning curriculum, assessment and accreditation throughout medical training would address the health inequities and racism faced by Indigenous Peoples,” according to a Summary Table of Royal College Projects and their contributions to TRC Calls to Action.

Since 2017, the University of British Columbia has required students in medicine, genetic counselling, midwifery, occupational therapy, physical therapy, pharmacy, dental hygiene, dentistry, dietetics, nursing, social work, audiology and speech language pathology to take Indigenous Cultural Safety training.

In 2018, Queen’s University’s family medicine residency program made online Aboriginal Relationship and Cultural Competency courses part of the mandatory curriculum.

With regards to nursing programs, Lakehead University in Ontario requires students to take a course on Indigenous issues and the University of Alberta’s Faculty of Nursing requires undergraduate students to take an Indigenous Health course.

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

**Minutes of the Board of Directors Meeting  
October 26, 2022 – by Zoom video conference and in person**

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

Present: Simone Hodgson, Shirin Karim, Vai Teng Law, Sue Munn, Andre Riolo, Eadit Rokach,  
Jim Valentine (Chair), Moneca Yardley  
Regrets: Michelle Aarts, Hamdi Abdo, Councillor Paula Fletcher  
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 circulated.

**2. Indigenous Land Acknowledgement**

Jim highlighted TRC Call to Action #23 and invited members to share thoughts on how this might relate to Applegrove's work. Jim shared about his past experiences in Yellowknife. Health care providers are faced with challenges, compounded by lack of pay and other issues.

**3. Welcome and Introductions**

**4. Declaration of Conflicts of Interest**

None were declared.

**5. Minutes of September 19 Board of Directors Meeting**

**MOTION** (Hodgson/Munn)

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

**Carried**

**Recorded Vote:**

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Hodgson – yes

Yardley – yes

Law – yes

Rokach – yes

## 6. Finance

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

Monica provided an overview and shared that we are on track with the admin budget and that the 3rd quarter report was just submitted to the City. Monica also provided an overview of the statement of operations.

### 6.2. 2023 Draft Proposed Budget

Applegrove is getting back to pre-pandemic operations. Susanne flagged that all part-time and seasonal staff will be eligible to OMERS beginning in 2023. In the 2023 program budget, an assumption was made that 50% of staff will opt in. Susanne also informed members that Amilia set up costs will be covered in the 2022 budget but may be deferred into 2023.

Susanne provided an overview of the draft 2023 Program Budget. She highlighted the proposed fee change scenarios and reminded members of the 2022 update of our subsidy program. Applegrove fees are reasonable relative to other local providers and will remain so with all of the proposed scenarios. A concern raised by both the Strategy and Finance and Membership, Outreach & Inclusion committees was whether some families who do not qualify for subsidy may be impacted, with families with multiple children most affected. Staff will review program utilization by families with multiple children, and run various discount options for board review. Susanne also noted that the 2023 budget includes funds for DEI work, costs, staff training, and office staff coverage.

### 6.3. Term Deposit

Susanne provided an overview of the briefing note sent. Applegrove has three term deposits of which two are maturing in November. In recent years funds were invested in redeemable term deposits because of the uncertainty of COVID, however staff recommend returning to non-redeemable now that program revenue is recovering.

### 6.4. Sage Accounting System

Susanne provided an overview of the briefing note. We have started using more Sage modules and now want to develop reporting capabilities. Susanne highlighted that it makes sense to continue to work with Microsys. She noted that while Applegrove does not have a procurement policy this approach is supported by policies of other AOCCs. Applegrove has funds in the admin budget due to savings in contracted services.

**MOTION** (Yardley/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

Board of Directors Minutes

October 26, 2022

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*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach - yes*

Separate confidential notes available for in-camera meeting.

**MOTION** (Rokach/Munn)

*To return to the public meeting*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

**MOTION** (Hodgson/Yardley)

*To accept the September 30 YTD financial report.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

**MOTION** (Yardley/Hodgson)

*To approve the Renewal of Term Deposits 11 and 15 as recommended by staff.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

**MOTION** (Yardley/Hodgson)

*To approve the agreement with Microsys.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

**MOTION** (Riolo/Munn)

*To accept the in-camera minutes of the September 19, 2022 board meeting.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

## **7. Standing Committees**

### **7.1. Strategy and Finance Committee Report**

Moneca provided an overview of the report. Many items have already been discussed. Applegrove has a labour disruption contingency plan in place if the school is closed.

### **7.2. Membership, Outreach and Inclusion Committee Report**

Susanne provided an overview. Upcoming events are a Halloween movie night on October 28, Seniors Active Living Fair on November 18 and staff/board holiday event on December 14.

With respect to moving forward on the DEI work, committee members felt that it was important for the work to come back “in-house”. Vai and Shirin will host two more sessions similar to those facilitated by Lunaria with staff to look at other audit themes. It is important that this work relates/feeds into strategic planning. It was suggested to have a Town Hall early in the new year to define what DEI means at Applegrove.

Members reviewed the subsidy program. Participant uptake and financial impact for Applegrove was comparable to past years for summer camp. Less subsidy was provided in the afterschool program, possibly due to lingering COVID effects and Don Summerville relocation.

**MOTION** (Munn/Riolo)

*To accept the S&F Report.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

**MOTION** (Munn/Law)

*To accept the MO&I Report*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

## **8. Strategic Planning**

Susanne shared that Ralph Thornton is interested in a joint RFP process as was done for the DEI audit. Susanne will prepare the RFP and bring it to the board in November.

## **9. AODA Compliance Reporting**

The SALC funder required Applegrove to attest that we have submitted an AODA compliance report to the province. Susanne looked into it and identified some work required for compliance, most notably the website and development of an accessibility policy and plan. Applegrove's status as both a public sector organization and non-profit created some confusion in how to submit the report – she will submit the report as a non-profit.

## **10. Program Update**

May provided key highlights of the report provided with the package.

### **EarlyON**

- After a long search we finally hired someone for the vacant position. Alicia Crilly is an RECE, started on Oct. 3 and will work 22 hours a week.
- If education workers strike and schools close, the program will operate daily at Glen Rhodes.
- The Applegrove Connection is operating in-person. Capacity at Glen Rhodes is a bit tight but we hope to use some space in the Sanctuary for activities also.

### **Afterschool**

- The Duke program is running smoothly but is still not full. Staff are doing outreach, including at the school council meeting and newsletter. The satellite location is running at lower numbers and staff are doing outreach at Bowmore.
- If there is a labour disruption and the school close, we have a tentative hold on the Toronto Formosan Church space where we will run a school closure camp.

### **Youth Programs**

- These started the week of October 11 Tuesdays is drop-in gym night at Duke and Thursdays is a leadership program at the Food Hub. Numbers are low and staff are reaching out to former summer leadership program participants.

### **Older Adults Program**

- Program running in-person as usual and staff have increased program activities. Pickle ball is going well but there is room for more to join. The first bus trip in 2.5 years will be to St. Jacob's Farmers Market.
- The Seniors Active Living Fair is November 18. Activities include vendors, non-profit agency tables, a flu clinic, workshop speakers, good food market and performances from our line dance group. There will be lunch and door prizes. The fair is in person and free.

## **11. Neighbourhood Food Hub Update**

Susanne provided an overview and has had a lot of discussion with Daniel about staffing. Daniel drafted a transition plan and gave it to Susanne. Some new staff have been hired. He is looking to hire a COO in the coming months. Applegrove currently has a service agreement with Greenbelt Markets for Food Hub operations funded through the CSP grant and the intention was to move to a partnership model. Given this year's changes at Greenbelt Markets however, Susanne feels that the relationship is not yet ready for that.



**12. Directors' Concerns**

None

**13. Adjournment**

The meeting was adjourned on a motion by Eadit Rokach, seconded by Moneca Yardley.

***Recorded Vote:***

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Riolo – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach – yes*

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Chair

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Secretary



## FINANCIAL VARIANCE REPORT

For the period ended October 31, 2022 (January 1 to October 31)

### REVENUE

#### Admin - City of Toronto Budget

Total budget revenue for 2022= **\$584,307**

YTD budget gross revenue = **\$492,492**

YTD actual gross revenue = **\$492,482**

We have a slight difference of \$10 interest related.

#### Programs

Total budget revenue for 2022 = **\$939,267**

YTD budget gross revenue = **\$782,487**

YTD actual gross revenue = **\$911,229**, a difference of **\$128,743**

The YTD revenue variance for the Afterschool and related programs is favourable than the program's YTD budget by \$97,679. The revenues in general are higher than the budget.

### EXPENSES

#### Admin - City of Toronto Budget

Total budget expenses for 2022= **\$584,307**

YTD budget gross expense = **\$486,728**

YTD actual gross expense = **\$526,988**, an unfavourable variance of **\$40,260**.

Within the budget, the Salary variance of \$14,394.88 is due to the 3.5% management salary adjustment. A budget adjustment request has been submitted to cover this unbudgeted cost. Applegrove has accrued some expenses and will enter them as the invoices are received. We intend to break even at the end of 2022.

#### Programs

Total budget expenses for 2022= **\$950,911**

YTD budget gross expense = **\$787,953**

YTD actual gross expense = **\$659,193** a favourable difference of **\$128,760**.

The \$124,448 expense program variance can be partially explained by the late start to programming in January, which reduced spending on salaries, benefits, and materials and supplies. The YTD budget difference for the afterschool, summer camp, and Food Hub programs account for most of the variance. The savings on expenses can be accredited to saving in some programs due to virtual vs in person participation, resulting in fewer supplies being required, and some conservative budgeting.

APPLEGROVE COMMUNITY COMPLEX  
REVENUE & EXPENDITURE STATEMENT  
CORE-ADMINISTRATIVE BUDGET  
AS AT October 31, 2022

	BUDGET APPROVED	BUDGET AS TO-DATE	ACTUAL UP TO-DATE	VARIANCE AS TO-DATE	BALANCE OF THE YR
<b>REVENUE</b>					
City of Toronto	584,307	492,492	492,495	-3	91,812
Admin Revenue - Long-Term Benefits	0	0	0	0	0
Due from City - Sick Pay Gratuity	0	0	0	0	0
Interest on Admin. account	0	0	-12	12	12
Admin Funding Total	584,307	492,492	492,482	10	91,825
<b>EXPENDITURE</b>					
<b>ADMINISTRATION</b>					
Salaries & Wages	324,866	270,614	294,448	-23,834	30,419
Benefits	94,790	78,960	81,833	-2,873	12,957
	419,656	349,574	376,280	-26,707	43,376
<i>Materials &amp; Supplies:</i>					
Office Supplies	2,558	2,131	1,419	711	1,139
Postage	1,326	1,105	1,000	105	326
	3,884	3,235	2,419	816	1,465
<i>Furniture &amp; Equipment:</i>					
Office Equipment	500	417	1,490	-1,073	-990
Computer Software	4,700	3,915	18,324	-14,409	-13,624
	5,200	4,332	19,814	-15,482	-14,614
<i>Purchase Services</i>					
Advertising	300	250	292	-42	8
Computer Services Contracted Service:	20,633	17,187	674	16,514	19,959
License/Permit Fees	125,040	104,158	106,206	-2,048	18,834
Telephone & Internet	4,500	3,749	6,464	-2,715	-1,964
Other Expenses	5,094	4,243	2,862	1,381	2,232
IT Expenses Admin	0	0	4,014	-4,014	-4,014
Audit Fees	0	0	7,963	-7,963	-7,963
	155,567	129,588	128,475	1,113	27,092
Expenditures Total	584,307	486,728	526,988	-40,260	57,319
Surplus/(Deficit)	0	5,764	-34,506	40,270	34,506

APPLEGROVE COMMUNITY COMPLEX  
STATEMENT OF OPERATIONS  
PROGRAMS BUDGET  
As of October 31, 2022

	Program Total	Prg. Bud. Total	Variance	
			\$	%
<b>EXPENSES</b>				
Salary	350,767	411,853	61,086	17%
Benefits	73,446	88,389	14,943	20%
Materials & Supplies	180,578	186,524	5,946	3%
Furniture & Equipment	3,064	27,579	24,515	800%
Purchased Services	51,339	73,608	22,269	43%
Amortization of tangible capital	0	0		
<b>Total</b>	<b>659,193</b>	<b>787,953</b>	<b>128,760</b>	<b>20%</b>
<b>INCOME</b>				
Government Funding				
City of Toronto	328,331	252,892	(75,439)	-23%
Province of Ontario	83,652	43,917	(39,735)	-48%
Federal Government	113,081	111,366	(1,715)	-2%
Total Government	525,064	408,175	(116,889)	-22%
Non-Government Funding				
Charitable Organizations	4,243	5,160	917	22%
Foundations/Corporations	33,457	9,683	(23,774)	-71%
Total Non-Government	37,700	14,843	(22,857)	-61%
Donations/Fundraising				
Charitable Donations-individual	16,688	26,250	9,562	57%
Charitable Donations-Business	4,000	0	(4,000)	-100%
Non-charitable Donations-Indiv.	1,275	0	(1,275)	-100%
Non-charitable Donations-Bus,	0	0		
Fundraising	1,184	21,868	20,684	1747%
Total Donations/fundraising	23,147	48,118	24,971	108%
Others				
User Fees	319,747	310,600	(9,147)	-3%
Misc.	5,571	750	(4,821)	-87%
Amortization of tangible capital	0	0		
Total Others	325,318	311,350	(13,968)	-4%
<b>TOTAL INCOME</b>	<b>911,229</b>	<b>782,487</b>	<b>(128,743)</b>	<b>-14%</b>
<b>SURPLUS(DEFICIT)</b>	<b>252,036</b>	<b>(5,466)</b>	<b>(257,503)</b>	<b>-102%</b>

## APPLEGROVE COMMUNITY COMPLEX

### Membership, Outreach & Inclusion Committee – Meeting Notes

November 23 2022 at 7:00 p.m.

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Present: Pierre Bois, Shirin Karim, Vai Teng Law, Andre Riolo

Regrets: Hamdi Abdo

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

#### 1. Welcome

#### 2. October Meeting Notes – approved

#### 3. Activities & Events

##### a. Halloween Movie Night

The event was held at the food hub, in partnership with the Food Hub and Leslieville Farmer's Market (LFM). Four LFM vendors provided food options. This was an opportunity to test out the model. The event was good but turnout was low, particularly for the adult film. Duke's Halloween dance the night before was likely a key factor. The event didn't raise much money but we covered costs. Vendors also didn't make a lot of money either but felt it was a great event. The families that attended also gave really good feedback. There was discussion about having a holiday movie event for families, but due to other priorities and lack of vendor availability we are looking at new year. Learnings include more promotion in the broader community and using channels other than social media. Our new projector and screen work very well.

##### b. Seniors Wellness Fair

May provided an overview and shared that though staff were worried about turnout the event went well in the end. There were 18 vendors, down from 25 from pre-pandemic fairs and approximately 100 seniors attended. There were also 7 event volunteers. Activities included a line dance demo and 2 presentations. All elected reps had tables, with Paula Fletcher and Peter Tabuns attending. Julie Dabrusin had intended to come but got stuck in Ottawa and sent regrets.

##### c. Staff/Board Event

Josh is working on an invite that will be sent out shortly. The event will be on December 14 at the Food Hub. We are keeping it casual and will order food from Jaclyn's. There will be games, music and an opportunity for board and staff to socialize.

##### d. Don Summerville Tenant Event

Susanne added this item and shared that there will be an event held at the Regent Park TCHC location this Friday. The event is an end of year holiday party as well as awards presentation for the scholarships winners. The committee agreed that it would be good

to find some funds to keep giving out one scholarship each year after revitalizations funds are no longer available.

#### **4. Diversity, Equity and Inclusion**

##### **a. Check In & Next Steps**

Susanne provided an update on where the DEI work is at and shared that an ideation session will take place on November 28, facilitated by Vai and Shirin. Shirin shared that it is designed to be engaging and will be in person. To date 5 staff are registered. Josh will continue to promote it to afterschool staff. Susanne shared that one staff provided feedback that they like the DEI process.

##### **b. Strategic Planning Update**

Susanne has drafted a RFP for a strategic planning consultation, for both Applegrove and Ralph Thornton Centre's (RTC). RTC's Strategic Planning committee met last night and she is waiting for feedback on the RFP. The RFP will be discussed at with the board at Monday's meeting. The hope is to start the Strategic Planning in January. It is long overdue at Applegrove as a result of delays when Susanne came on as the new ED, the pandemic and then the DEI audit.

##### **c. Toronto Neighbourhood Centres (TNC)**

The TNC has developed documents to support member agencies in their DEI work.

- i. Relationships, Belonging & Anti-Oppression Charter
- ii. Organizational Commitment to Action on The Recommendations of the Truth and Reconciliation Commission of Canada

Susanne recommends that the committee review these documents and consider recommending them for Board endorsement. The committee felt that they provide a good starting point. Susanne will circulate both to the committee for members to read in preparation for a discussion in the new year on how Applegrove can use these tools and apply these principles at our organization.

##### **d. Draft Accessibility Policy**

In past Applegrove has used the City's policy but Susanne felt it was important to have our own policy. An accessibility plan should also be developed in accordance with the AODA. This policy is more specific to our situation, and having our own policy supports our commitment to DEI. Susanne drafted the policy using the Province's template, and review of other agency examples. She would like to bring this policy to the board for approval. Members agreed to provide feedback to Susanne prior to Monday.

#### **5. Programming**

##### **a. Multiple Children Discounts**

At a previous board and committee meetings members, during discussions on possible fee increases members expressed concerns about families in the low/middle income levels. A suggestion was made to model an option with discounts for families who have

multiple children in the afterschool program. staff reviewed the briefing note prepared by staff modelling of two discount models – flat rate and percentage. Committee discussion included the following:

- Percentage is the preferred approach because as fees raise, and as other costs rise for families, any discount would rise proportionately.
- A model that puts us or increases a deficit does not make sense.
- Susanne suggested that we wait until September to increase fees, and in the meantime focus on using our evaluation process and other means to gather information on what the impact of a fee increase might be, and on what kind of supports maybe needed.
- The committee agreed with this approach.

Susanne informed the committee that she plans to propose moving forward with a \$15 increase to our summer camp fees in the Program Budget. Pierre suggested that we may want to revisit the paid membership model. Vai noted that it has been flagged that Applegrove is quite reliant on the Afterschool program for revenues, and that we need to increase revenues from other sources for stability.

## **6. Nominations Committee**

### **a. Board Recruitment Preparation**

The intended discussion on board recruitment priorities was not possible as not enough board members had completed the Board Skills & Diversity Questionnaire. The tentative date for the AGM is set for March 29. In order to maintain recruitment timelines, it was suggested that the committee meet in December to prepare for Board recruitment and the committee agreed.

## **7. Other Business**

### **a. Website update**

Susanne shared that staff got a quote to make our website accessible and will proceed with the work.

**Next meeting:** December 15 at 7 pm via zoom

## **Program Update – November 2022**

### **Prenatal**

- No new updates
- Louise continues to facilitate this program online while she is away.

### **EarlyON Programs**

- We have hired one new Casual/Relief Program Worker that started in November and one potential candidate to be hired in December.
- We also have two internal Applegrove staff that have been helping to cover shifts while staff are away.
- The 2023 EarlyON budget submission is due on November 30.
- During the labour disruption the Parent Child Centre moved operations to Glen Rhodes Campus.

### **Afterschool**

- Due to the labour disruption, the Afterschool Program was closed on Friday, November 4 and Monday, November 7.
- Applegrove ran a School Closure Camp on Monday, November 7 at the Toronto Formosan Church from 9 -5 pm. 40 participants attended.
- Afterschool resumed on Tuesday, Nov 8.
- Afterschool staff with shifts on Monday got reassigned to the School Closure Camp and staff who worked were supposed to work on Friday did training.

### **Youth Programs**

- Due to the labour disruption the Tuesday Youth Program was cancelled due to the permits getting cancelled. Staff did training and program planning.
- The Thursday Leadership session ran as usual at the Food Hub and a group of program participants did a great job running children's stations at the Halloween movie night.

### **Older Adults Program**

- Applegrove hosted the Seniors Active Living Fair on Friday, November 18 at SH Armstrong from 10:30 – 2:30. We had 18 vendors, 2 workshop speakers and ran a good food market. All levels of government were in attendance and had a chance to speak at the event.
- Jim did a welcome on behalf of Applegrove. MPP Tabuns and Councillor Fletcher attended but MP Dabrusin couldn't make it because she was in Ottawa. All 3 booked tables for the fair.
- The line dance group did a demo and encouraged everyone to join in the fun.
- Approximately 100 seniors attended the fair.

Most 2022 program evaluations have been completed and a summary of results along with program statistics will be presented at the board meeting in January.



# **NFH - Applegrove Board Update - October 15 - November 15, 2023**

## **Leadership + Staffing**

- A new bi-weekly report template has been created and is ready for feedback and launch. The report combines daily facility reports tracking key performance indicators, qualitative feedback from site staff and baseline information.
- Interim HR & Operations Manager Alex Prockow has completed her contract with Greenbelt Markets.
- Nanor Boghossian has begun a full-time contract with Greenbelt Markets as Administrative Coordinator.

## **Fundraising & Revenue**

- New revenue-generation program: The NFH Event Support Program (internal working name).
  - Provides food and beverage from local vendors and in partnership with the Leslieville Farmers' Market, and placemaking services.
  - Target group is community event users. Additional cost above rental with the NFH keeping proceeds from food & beverage sales.
- Successful pilot of NFH Event Support Program at Marc Ribot performance November 4th at NFH.
- With the roll-out of the LaunchPAD program the NFH will be increasing its focus on paying space-users and increasing unrestricted revenue.
- Long-term space user and partner Newcomer Kitchen is ending their term at the NFH early. They will be leaving December 1, 2022.
- Long-term space user and partner Do Good Donuts has proposed contributing \$12,000 worth of kitchen equipment to the NFH funded through a successful grant application in exchange for use of space.

## **Grant Projects**

### **LaunchPAD Program (Metcalf Foundation)**

- Greenbelt Markets will be the official space user with participants operating under their insurance and liability framework to ease administrative complexity and burden on Applegrove.
- All participants are onboarded with a group meeting of all participants and Greenbelt Markets staff set for early December.

### **Neighbourhood MicroMarkets (Healthy Communities)**

- A Winter Market is planned for December 17th, 2022 with NFH Holiday Party afterwards.

- MicroMarkets will begin the Spring with monthly “pilot markets” through January - March. Bulk of grant activity from May - July, 2023.

### **Partnerships**

- The first few meetings with the new Director of Nourish East End (formerly Glen Rhodes Food Bank) have been very positive with multiple opportunities for collaboration identified.
- Potential sponsorship prospect: Duo insurance is a potential sponsor of the NFH that would cover insurance for one-time and short-term space-users.
  - Potential to extend to LaunchPAD participants space users in exchange for listing as preferred insurance vendor.

### **Facility**

- The accessibility upgrade to the downstairs washrooms will commence on December 5, 2022 beginning with the demolition of the currently designated “Mens” washroom.
- Mural on the main stage of the lower hall has been completed by Greenbelt Markets resident artist Andrew O'brien.
- The Administrative Office has been partially renovated and is undergoing painting. New office furniture is being installed and the office will be used by the NFH Community Manager.
- A new storage plan is being developed in partnership with Nourish via their new Director Erica Appiah.
- [OfficeRND](#), an industry leading space and facility management system, will be ready to use by the first week of December. Will greatly increase efficiency, logistics capacity and level of service.



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**Board of Management Meeting  
November 23, 2022**

**AGENDA**

**8:30**

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of Oct 26 Board of Management Meeting (*attached*): to be accepted

**8:35**

- D. Board Learning Snapshot

**8:40**

- E. Personnel & Policy Committee (*Nov 21 notes attached*)

**8:50**

- F. Applegrove Accessibility Policy (*attached*): for approval

**8:55**

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

**9:00**

- I. Adjournment

**Next Meetings and Events**

December 14 Staff-Board Winter Social

**Minutes of the Board of Management Meeting  
October 26, 2022 by Zoom video conference and in person**

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

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

**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 circulated.

**B. Declaration of Conflicts of Interest**

None were declared.

**C. Minutes of the September 19 Board of Management Meeting**

***MOTION*** (Munn/Law)

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

***Carried***

***Recorded Vote:***

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Hodgson – yes*

*Yardley – yes*

*Law – yes*

*Rokach - yes*

**D. Board Learning Snapshot**

Deferred

**E. Personnel Committee Report**

Jim provided an overview of the committee report. Most of the items have been already covered. There is a new performance management evaluation for the City and Applegrove will be using it as well.

**MOTION** (Yardley/Rokach)

*To accept the Personnel and Policy Report.*

**Carried**

**Recorded Vote:**

*Valentine – yes*

*Munn – yes*

*Karim – yes*

*Hodgson – yes*

*Aarts – yes*

*Law – yes*

**F. Executive Director's Report**

Susanne shared that Applegrove was a partner in the all candidates meeting hosted by Ralph Thornton. Susanne shared the labour disruption contingency plan. She reminded the board about the AODA training, and of the upcoming City orientation session for Boards of Management on November 14 for which she will circulate the deck once available. Susanne also shared that Applegrove will be partner with Eastview on a Healthy Communities grant decured for the Food Hub, to provide markets at two locations and a winter market at the Food Hub. Finally, Susanne informed the members that due to being short staffed as a result of multiple staff leaves and absences, it is very possible that some work may be delayed.

**G. Correspondence & Information Received**

Susanne highlighted the update on the City's review of recently-passed provincial legislation, the Strong Mayors, Building Homes Act, 2022

**H. Adjournment**

The November meeting will be virtual.

The meeting was adjourned on a motion by Eadit Rokach, seconded by Moneca Yardley.

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Chair

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Secretary

# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

**"TOGETHER, BUILDING OUR COMMUNITY"**

## **Personnel and Policy Committee**

### **Meeting Notes**

November 21, 2022 - 5:00 pm

Present: Jim Valentine (Chair), Susan Munn

Staff: Susanne (recorder)

#### **1. Notes from October 17 Meeting**

The committee reviewed the notes. No changes are needed.

#### **2. Staffing**

a. *Hiring Reports – Casual Relief Program Worker & Peer Program Support Worker*

Susanne presented an overview of each report.

b. *Staffing Update*

Susanne reported on current staffing issues. There are a number of absences due to medical and other reasons and new vacations request are coming in from program staff which is not typical for this time of year. Some new relief staff have been hired which will help, however it is difficult to cover off all roles/duties when people take longer leaves and this is challenging.

#### **3. Board**

a. *Skills & Diversity Assessment*

To date only 6 members have filled in this survey so there is no value in reviewing the data until it is complete. Sue will send an email to members reminding them complete the survey. The committee discussed emphasizing the level and nature of commitment required of board members during the recruitment and orientation process as it is important that members take the time to follow up on required tasks. Once responses are in Susanne will circulate the findings. Upon review the Committee will determine whether a meeting is necessary to finalize recruitment priorities.

b. *CSP Board Recruitment Support*

Susanne shared that Volunteer Toronto providing free and enhanced volunteer recruitment referrals for CSP-funded agencies until March 2023. The committee agreed that once board recruitment priorities have been identified it would make sense use this opportunity. There is a form to be filled in.

#### **4. Policy**

a. *City of Toronto Electronic Monitoring Policy*

This is a new provincial requirement and Susanne shared the City's policy for discussion on whether Applegrove should use the City's policy or develop its own policy. The City policy is inclusive and could apply as long as it covers any form of

monitoring that might happen at Applegrove. She will consult with Jake and other AOCCs, then recommend an approach.

*b. Accessibility Policy*

The committee did not have any additional comments and recommends that the policy go to the board for approval. Susanne noted that it will also be discussed at the Membership, Outreach and Inclusion Committee meeting on Wednesday. It was recommended that the policy be sent out separately to ensure that board members review it.

**5. Performance Evaluation**

*a. Update*

Susanne informed the committee that she received a bulletin from COTAPSA which indicated that City non-union staff would be eligible to receive a pay for performance increase in 2023 for work objectives completed in 2022. She has not yet heard anything about this from the City. Should this be the case she will need to look at whether this would be expected to be covered through 2022 or 2023 City Admin funds.

*b. ED Performance Review Discussion*

Susanne highlighted the documents sent to the committee on the new performance evaluation program being implemented by the City. A performance review discussion took place.

**Applegrove Community Complex**  
**Correspondence / Information Received**  
November 2022

From (Date Received)	Regarding	Action(s)
City Clerk's Office (Oct 28, 2022)	Notice of Application under the Planning Act to amend zoning bylaw and permit 2 35-storey towers at 685 Lake Shore Blvd East. Planner, Steven Barber 416-338-8567 / <a href="mailto:steven.barber@toronto.ca">steven.barber@toronto.ca</a>	R&F
City Clerk's Office (Oct 30, 2022)	Notice of Application under the Planning Act to amend zoning bylaw to permit a 9-storey mixed-use building at 641-653 Queen Street East. Planner Raymond Tung 416-392-3812 <a href="mailto:raymond.tung@toronto.ca">raymond.tung@toronto.ca</a>	R&F
City Clerk's Office (Nov 18)	Notice of Application under the Planning Act to amend zoning bylaw to permit a 9-storey mixed-use building at 929 Queen Street East. Planner Raymond Tung 416-392-3812 <a href="mailto:raymond.tung@toronto.ca">raymond.tung@toronto.ca</a>	R&F

*\*R&F = Receive and File*