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Board of Directors Meeting

October 26, 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 Sept 19 Board of Directors Meeting (*attached*): to be accepted
6. In-Camera Minutes of Sept 19 Board of Directors meeting (*sent separately*): to be accepted

7:10

7. Finance
 - 7.1. YTD Financials (*attached*)
 - 7.2. 2023 Draft Proposed Program Budget (*confidential briefing note sent separately*)
 - 7.3. Term Deposit (*briefing note sent separately*)
 - 7.4. Sage Accounting System (*confidential briefing note sent separately*)

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

8. Facility
 - 8.1. TDSB Lease Update
 - 8.2. Relocation Update
 - 8.3. In-Camera Minutes for Board Meeting of September 19, 2022

Motion needed to return to the public meeting.

7:40

7. Standing Committees
 - 7.1. Strategy & Finance Committee Report (*Oct 19 notes attached*)
 - 7.2. Membership, Outreach & Inclusion Committee Report (*Oct 19 notes attached*)

8:00

- 8. Strategic Planning
- 9. AODA Compliance Reporting

8:10

- 9. Program Update (*attached*)
- 10. Neighbourhood Food Hub Update (*attached*)

8:25

- 11. Directors' Concerns

8:30

- 12. Adjournment

CALL TO ACTION #23 - Health

Truth and Reconciliation Commission (TRC)

We call upon all levels of government to:

- i. Increase the number of Aboriginal professionals working in the health care field.**
- ii. Ensure the retention of Aboriginal health care providers in Aboriginal communities.**
- iii. Provide cultural competency training for all health care professionals.**

What's happened?

There are efforts in place to retain and increase the number of Indigenous health care providers, but most are still in the development stage. Not all health care professionals are required to take cultural competency training.

In June 2021, the Canadian Nurses Association released a Declaration Against Anti-Indigenous Racism in Nursing and Health Care. The declaration states that they “will create and sustain cultures of understanding, belonging, and inclusivity in our workplaces, profession, and communities.” The declaration also commits to adopting Joyce’s Principle, which “requires the recognition and respect of Indigenous Peoples’ traditional and living knowledge in all aspects of health” and “provide mandatory, system-wide anti-racism and anti oppression education for staff, volunteers and boards of directors in our organizations.” The Declaration was created by leaders of the Canadian Nurses Association, the Canadian Federation of Nurses Unions, Canadian Nursing Students Association, and Nurse Practitioner Association of Canada, with input from the Canadian Indigenous Nurses Association.

The associations are scheduled to meet in November 2021 for the first National Summit on Racism in Nursing and Health Care in Canada, to discuss the progress of individual, organizational, and cross-nursing work related to combating racism in nursing and health-care.

In February 2021, The Canadian Association of Schools of Nursing (CASN), in partnership with the Canadian Indigenous Nurses Association (CINA), announced the Creation and Launch of an Annual Indigenous Nursing Student and Faculty Survey. The goal is to “collect and disseminate high quality, longitudinal evidence that would allow the recruitment and retention of Indigenous nursing students and faculty to be assessed and monitored across the country.” The two-stage process is scheduled to be carried out until March 2022. The project is funded by Indigenous Services Canada.

In the 2021 federal budget, the government committed \$107.1 million over 3 years as of 2021-22, to “continue efforts to transform how health care services are designed and delivered by First Nations communities.” It did not specify how health care services would be delivered by First Nations communities.

In October 2020, The Canadian Indigenous Nurses Association and Canadian Nurses Association emphasized the need for a mandatory cultural competency and humility training program for health-care professions after the death of Joyce Echaquan, a 37-year-old woman from the Atikamekw community of Manawan, Que. Regarding retaining and increasing the number of Indigenous health care professionals, in the February 2018 federal budget, the government committed \$235 million over five years to work with Indigenous partners to

“transform First Nations health systems” so that “health programs are developed, delivered and controlled by and for First Nations,” according to a federal budget news release.

Health Canada also cited the efforts of the Aboriginal Health Human Resources Initiative (AHHRI). In a statement to CBC News, a Health Canada spokesperson wrote the AHHRI “aims to increase the number of Indigenous people entering health careers. It also provides training to community-based workers and health managers delivering health services in First Nations and Inuit communities.” Through the AHHRI, Health Canada states it also “provides \$3 million annually to an Indigenous Human Resources Bursary Program through Indspire, to support Indigenous students with bursaries and scholarships.” This funding is not new, however, and has not increased under the Liberal federal government. It is also only available to those who apply and qualify for it.

Health Canada also participates in the “Indigenous Health Human Resources Task Force under the Federal Provincial Territorial Committee on Health Workforce.” The task force is mandated to “develop strategies for increasing the recruitment and retention of Indigenous health care professionals.” The task force will then analyze its findings and “facilitate broader engagement with national Indigenous organizations, Indigenous partners, health professionals and academia.”

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 & #24. The plan has 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.

Also in response to Call to Action #23, the City of Toronto, with the University of Toronto, created two scholarships for Aboriginal students studying in health professions, to raise the number of Aboriginal professionals in the health-care field, according to an April 2016 Toronto Report for Action. In 2018, the University of Alberta eliminated the quota on MD program admissions in its Indigenous Health Initiatives Program. As of fall 2019 all Indigenous applicants who meet all qualifications under the IHIP program will be admitted instead of limiting admissions to five students a year.

In October 2017, in response to Call to Action #23, the Royal College of Physicians and Surgeons of Canada approved a recommendation from the Royal College Indigenous Health Advisory Committee (IHAC) 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. It also revised its Indigenous Health Values and Principles Statement (first released in July 2013).

The Royal College's Indigenous Health Committee, an independent body that comprises Indigenous physicians, scholars and other health care professionals, led the development of the revised Indigenous Health Values and Principles Statement and an Indigenous Health Primer, both released in 2019.

Health Canada told CBC it now includes “cultural competency training in its onboarding program for new registered nurses and nurse practitioners employed by its First Nations and Inuit Health Branch.” But Health Canada said that it cannot mandate that other health care providers offer cultural competency training. To encourage this initiative, however, “Health Canada has initiated engagement across Canada, with Indigenous partners, educational institutions, professional regulatory bodies and provinces/territories to facilitate the advancement of Indigenous health human resources and cultural competency within health systems.” The Provincial Health Services Authority of British Columbia offers San'yas Indigenous Cultural Safety Training online. The program has also been adapted for Manitoba and Ontario workers.

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

**Minutes of the Board of Directors Meeting
September 19, 2022 – by Zoom video conference**

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

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

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 #22 (Health) and invited board members to share their thoughts on how this might relate to Applegrove's work. One member shared that she liked that they are calling on those who effect change and not just government and feel that this Call to Action shows some change and progress.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of June 27 Board of Directors Meeting

MOTION (Riolo/Hodgson)

To accept the minutes of June 27, 2022 Board Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Hodgson – yes

Aarts – yes

Law – yes

6. Finance

6.1. Year-to-Date Financial Report

Susanne presented and shared that Admin revenue is on track. Program revenue is higher than expected due to increased camp and leadership revenues. Admin expenses will go up as we have not paid all permit fees and other expenses are coming up. Program expenses are significantly lower than expected due a late start for programs and an outstanding Food Hub invoice. The final number will be lower but still in the positive.

6.2. 2023 Core Admin Budget Submission

Susanne provided an overview of the briefing note and shared that our request goes up every year due to increased costs, COLA, merit, MERCS, etc. The request was submitted September 16 and Susanne will notify the City once it has been approved by the Board. The request will go through the City budget process with final approval in late February. Susanne shared that most of our budget is salary and benefits and highlighted the participation statistics over the past few years and our projections for the next 3 years.

MOTION (Riolo/Law)

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

Riolo – yes

Hodgson – yes

Aarts – yes

Law - yes

Separate confidential notes available for in-camera meeting.

MOTION (Law/Riolo)

To return to the public meeting

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Hodgson – yes

Aarts – yes

Law – yes

MOTION (Law/Munn)

To approve the submission of the Core Admin Budget as proposed.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Hodgson – yes

Aarts – yes

Law - yes

MOTION (Riolo/Karim)

To direct the Executive Director to prepare and submit a budget adjustment form for staffing, to be signed by the Board Chair.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Hodgson – yes

Aarts – yes

Law - yes

7. Standing Committees

7.1. Strategy and Finance Committee Report

Most members were not able to attend the meeting, so we were not able to meet.

7.2. Membership, Outreach and Inclusion Committee Report

Vai shared that Pastafest will not take place as the meal donation has not been confirmed. As an alternative we will pilot a Halloween movie night as a model for an ongoing fundraising event. Other items discussed in the meeting will be covered in tonight's meeting. Vai provided a DEI update and informed members that there is one more staff consultation session in late September. She asked for input on next steps and raised the question of whether a town hall should be facilitated by Management/Board or Lunaria. If we ask Lunaria there would be an additional cost.

Susanne provided an overview of the risk register slides and highlighted the top 5 risks and mitigation strategies at Applegrove which include:

- 1) Facility Relocation - There is an upcoming update meeting with the City.

- 2) Neighbourhood Food Hub - Currently there is some tension between Nourish East End (formerly known as Glen Rhodes Food Bank) and the Food Hub regarding past incidents. There will be a third-party review on what happened and Applegrove will be involved.
- 3) Staffing Model / Capacity and Morale - We are working on ways to keep staff engaged, assess the new Management role, DEI, orienting staff to key roles, etc.
- 4) TDSB Lease - An overview was provided at the in-camera meeting.
- 5) DEI Audit and Follow-up

MOTION (Law/Riolo)

To accept the Membership, Outreach and Inclusion report as presented.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Riolo – yes

Abdo – yes

Hodgson – yes

Rokach - yes

8. Strategic Planning

Susanne shared that our assigned consultant from MAS is not available in the fall. We can request another consultant, however would want to determine whether they could bring expertise on applying a DEI lens to the process. Another possibility is to get another consultant, and to go through the RFP process jointly with Ralph Thornton as was done successfully for the DEI consultant. Members felt it was a good idea. Susanne will confirm this with Ralph Thornton. She will also work on a first draft for the RFP with MOI committee input, to come to the board for approval. Susanne noted that due to workload constraints, a consultant should take on more of the work that planned with our initial MAS consultant.

9. Program Update

May provided key highlights and shared that most programs are operating in-person with the exception of the Prenatal and Seniors Spanish programs.

The Applegrove Connection EarlyON program has moved from Toronto Formosan Presbyterian Church to Glen Rhodes campus. It re-opened with a soft launch on September 15 and had a good turn out.

For the first time in a long time both afterschool programs have spaces to fill. The satellite location numbers are low and we will run a deficit if enrollment does not increase.

The summer camp went well and both staff and participants were very happy with getting back to regular operations. Camp groups were able to cook, go on trips and swim twice a week. The Leadership program was also well attended and the second session organized a community movie night which raised over \$400.

Applegrove has 5 placement students - 4 from Toronto Metropolitan University (2 Nursing, 2 Early Childhood Studies) and 1 from the George Brown College (Social Service Worker). They will work in various programs to provide support and develop their skills.

10. Neighbourhood Food Hub Update

Susanne provided an update earlier.

11. Directors' Concerns

None

12. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Susan Munn.

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Law – yes

Abdo – yes

McNab – yes

Hodgson - yes

Chair

Secretary



FINANCIAL VARIANCE REPORT

For the period ended September 30, 2022 (January 1 to September 30)

REVENUE

Admin - City of Toronto Budget

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

YTD budget gross revenue = **\$446,586**

YTD actual gross revenue = **\$446,601**

We have a slight difference of \$15 interest revenue.

Programs

Total budget revenue for 2021 = **\$939,267**

YTD budget gross revenue = **\$730,705**

YTD actual gross revenue = **\$694,184**, a difference of **\$35,616**

The YTD revenue variance for the Afterschool and related programs is unfavourable or lower than the program's YTD budget by \$42,175. The combined revenue from our other programs however, have a favorable revenue variance of \$6,559.

EXPENSES

Admin - City of Toronto Budget

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

YTD budget gross expense = **\$438,055**

YTD actual gross expense = **\$448,739**, an unfavourable variance of **\$10,684**

Within the budget, the Salary variance of \$14,394.88 is due to the 3.5% management salary adjustment. Some of the salary variances are reduced by the benefits and other small expenses not yet accounted for in this 3rd quarter.

Programs

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

YTD budget gross expense = **\$736,811**

YTD actual gross expense = **\$612,322** a favourable difference of **\$124,488**

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 \$100,112 combined. The remaining \$24,336 is from lower than budgeted expenses between the rest of the programs.

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
CORE-ADMINISTRATIVE BUDGET
AS AT September 30, 2022

	BUDGET APPROVED	BUDGET AS TO-DATE	ACTUAL UP TO-DATE	VARIANCE AS TO-DATE	BALANCE OF THE YR
REVENUE					
City of Toronto	584,307	446,586	446,589	3	137,718
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	446,586	446,601	15	137,706
EXPENDITURE					
ADMINISTRATION					
Salaries & Wages	324,866	243,552	257,947	-14,395	66,919
Benefits	94,790	71,064	65,418	5,646	29,372
Sick Pay Gratuity	0	0	0	0	0
Long-Term Employee Benefits Expenses	0	0	0	0	0
	419,656	314,616	323,365	-8,749	96,291
<i>Materials & Supplies:</i>					
Office Supplies	2,558	1,918	1,338	580	1,220
Postage	1,326	994	551	443	775
	3,884	2,912	1,889	1,023	1,995
<i>Furniture & Equipment:</i>					
Office Equipment	500	375	1,490	-1,115	-990
Computer Software	4,700	3,524	3,666	-142	1,034
	5,200	3,898	5,155	-1,257	45
<i>Purchase Services</i>					
Advertising	300	225	292	-67	8
Computer Services Contracted Services	20,633	15,469	10,591	4,878	10,042
License/Permit Fees	125,040	93,743	87,629	6,113	37,411
Telephone & Internet	4,500	3,374	3,758	-384	742
Other Expenses	5,094	3,819	2,083	1,736	3,011
IT Expenses Admin	0	0	4,014	-4,014	-4,014
Audit Fees	0	0	9,963	-9,963	-9,963
	155,567	116,629	118,330	-1,702	37,237
Expenditures Total	584,307	438,055	448,740	-10,685	135,568
Surplus/(Deficit)	0	8,531	-2,139	10,669	2,138

APPLEGROVE COMMUNITY COMPLEX
STATEMENT OF OPERATIONS
PROGRAMS BUDGET
AS AT September 30, 2022

	Program Total	Prg. Bud. Total	Variance \$	%
EXPENSES				
Salary	329,909	377,835	47,926	15%
Benefits	66,095	80,152	14,057	21%
Materials & Supplies	172,338	182,254	9,916	6%
Furniture & Equipment	2,980	26,712	23,732	796%
Purchased Services	41,000	69,857	28,857	70%
Total	612,322	736,811	124,488	20%
INCOME				
Government Funding				
City of Toronto	229,268	238,954	9,686	4%
Province of Ontario	64,496	39,525	(24,971)	-63%
Federal Government	74,957	109,276	34,319	31%
Total Government	368,721	387,756	19,035	5%
Non-Government Funding				
Charitable Organizations	4,243	4,644	401	9%
Foundations/Corporations	52,624	9,275	(43,349)	-467%
Total Non-Government	56,867	13,919	(42,948)	-309%
Donations/Fundraising				
Charitable Donations-individual	16,255	26,250	9,995	38%
Charitable Donations-Business	4,000	0	(4,000)	
Non-charitable Donations-Indiv.	1,275	0	(1,275)	
Non-charitable Donations-Bus,	0	0	0	
Fundraising	1,184	21,282	20,097	94%
Total Donations/fundraising	22,714	47,532	24,818	52%
Others				
User Fees	241,700	280,824	39,124	14%
Misc.	4,182	675	(3,507)	-520%
Amortization of tangible capital :	0	0	0	
Total Others	245,882	281,499	35,616	13%
TOTAL INCOME	694,184	730,705	36,520	5%
SURPLUS(DEFICIT)	81,862	(6,106)	(87,968)	1441%

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee – Notes

October 19, 2022 at 5:30 p.m.

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

Regrets: May Seto

Staff: Jakub Bros, Susanne Burkhardt (recorder), Monica Vela

1. Welcome

2. September Meeting Notes – no changes needed

3. Finance

a. 2023 Draft Program Budget

Susanne reviewed the draft Board briefing and highlighted the assumptions, changes from last year and thinking behind the different options provided. She highlighted that costs, particularly staffing costs, are going up and that she still needs to include the CRM system cost which will further increase expenditures. The Committee reviewed the options and discussed the potential impacts of fee increases for families who may not qualify for subsidy but may be experiencing financial challenges. The idea of a discount for families with multiple children was raised.

b. Microsys Quote

Monica explained that work done to date with Microsys included a focus on transitioning from Cashbook and getting the system up and running. In response to questions by committee members, she explained that while our data is in Sage we do not yet have capacity to run the reports we need. This would let Applegrove move away from having to do much of its reporting on Excel spreadsheets and will save significant time and effort e.g. for seniority and grant reporting. Staff would like to move forward with this quickly in order to make use of funds available in the Admin budget before year end. This will come to the board for approval.

c. Admin Budget Adjustment

Susanne reported that she is preparing to submit the budget adjustment form as discussed at the last Board meeting, by the end of this week. The 3rd quarter Admin variance report will also be submitted by Friday.

d. Procurement Policy

Susanne informed members that the Relationship Framework requires AOCCs to have a procurement policy but Applegrove has never had one. She will draft one for review by the committee in the coming months. She noted that she has reviewed

procurement policies of some other AOCCs, and there is precedent for continuing to work with a provider who has demonstrated competitive rates and with whom the organization has a working relationship (vs. issuing an RFP or getting multiple quotes again). This is the approach recommended for the proposed Microsys work.

4. Organizational Planning

a. CRM Update

Jake reported that discussion with Amilia and City Legal is advancing. The City's requirements, particularly in the areas of privacy and data security, are higher than Amilia's standard agreement but Amilia is interested to make it work and the City is working with them to develop an agreement that works for both parties. Applegrove and Waterfront have drafted service level requirements, which are currently missing from the agreement. Moneca reported that she is active with a City arena that uses Amila, and that the agreement process took over a year to conclude. She finds the system great to use and believes that Applegrove will be happy with it.

b. Strategic Planning

Susanne has spoken with John Campey at Ralph Thornton and they are interested to pursue a joint RFP process again. Susanne will work with John to draft an RFP that will come to this committee for review.

5. Facility

a. TDSB Lease

Corporate Real Estate Management (CREM) at the City is liaising with the Toronto Lands Corporation about the lease. In the meantime, Applegrove is not using its leased space after 6pm. Youth leadership and board meetings are being held at the Neighbourhood Food Hub and a classroom has been booked for youth drop-in.

b. Relocation

Review of relocation options by CREM is still ongoing. It includes a full financial analysis, including projected fit up and capital costs.

6. Partnerships and Grants

a. Grants

Susanne shared that there are no updates to report since the last meeting.

b. Neighbourhood Food Hub

Susanne shared that Greenbelt Markets drafted an organizational transition plan that speaks to how the organization is restructuring after Madi's departure. It identified that as a small organization, it faced challenges in growing at the pace of the Food Hub, and is working toward a stronger and more sustainable organizational structure, with improved administrative systems and capacity. The transition plan will be shared with the board in the coming weeks. The committee discussed the next agreement with Greenbelt Markets.

c. Don Summerville

A second round of the scholarship program is currently underway with an Applegrove board member on the evaluation panel. As construction ramps up there will be more of a focus on employment.

7. Annual Committee Work Plan

The Committee reviewed the work plan.

8. Other Business

a. TDSB Labour Disruption Planning

Susanne provided an overview of the business continuity plan in place for programs, administration, decision-making and communication. In the event of a lockout or strike, most programming will be moved offsite and some will be paused.

b. December Meeting

Committee members agreed that a December meeting, with review of financial policies, would be useful.

Next Meetings

November 16

December 7 (tentative)

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee - Notes

September 14 2022 at 7:00 p.m.

Present: Hamdi Abdo, Shirin Karim, Andre Riolo

Regrets: Pierre Bois, Vai Teng Law, May Seto

Absent : Andre Riolo

Staff: Susanne Burkhardt (recorder), Josh Grainger

1. Welcome

2. September Meeting Notes – no changes needed

3. Activities & Events

a. Halloween Movie Night Staff/board event

This event will take place on October 28. It will include food vendors from Leslieville Farmers Market (snacks, heartier food, kid-friendly food and cocktails) and various activities for kids prior to the first movie. Promotion is underway, including at School Councils, through our website, social media and programs and some elected reps. We have purchased a projector and a larger screen for this and future use.

b. Seniors Wellness Fair

This event is set for November 18 and will include vendors, activities and performances. It is the first post-COVID live fair and we are not sure what to expect e.g. we have fewer vendors than in past. Committee members suggested using a DEI lens next year to consider diversity of vendor types.

c. Staff/Board Holiday Event

This will take place in early December. After consulting with staff the proposal a dinner with various fund activities that engage board and staff together at the Neighbourhood Food Hub (as planned for last year but then cancelled due to COVID).

4. Diversity, Equity and Inclusion

a. Update & Next Steps

Shirin reported that a report on the two staff ideation sessions has been received from Lunaria. Each session was to do a deep dive on 2 themes but time constraints limited this. The report further elaborates on audit results and provides useful detail.

As a next step Vai and Shirin will facilitate 2-3 ideation sessions on other themes with staff by December. The staff recommendations together with audit recommendations support planning for a robust town hall in the new year. This will support prioritization for moving forward and working toward a communal definition of what DEI means at Applegrove. This puts us in a good position for strategic planning. The committee agreed that doing some things in house and bringing in Lunaria as needed makes sense.

The committee discussed challenges and ideas for increasing attendance at the sessions, including scheduling them to coincide with the end of program. It is possible that some staff may get on board as activities continue, and that some staff are interested in the outcomes but not necessarily in the process. Scheduling is always a challenge and one idea is to host a session for all staff on a PA day (and not run a program that day).

Other actions include an internal newsletter to share DEI updates and other topics with staff, establishing a DEI communication channel and ED-hosted lunch & learns.

b. Strategic Planning Update

Susanne reported that Applegrove plans to issue a joint RFP for strategic planning together with Ralph Thornton, as was done for the DEI consultant.

5. Subsidy Review

Susanne reviewed the financial impact of the subsidy program. Subsidy levels for summer and leadership camp were just over the budgeted amount of \$5,000 however after school program subsidies are down compared to past years. This may be due to a variety of factors such as changing demographics and Don Summerville relocation. Summer camp is also attended by a broader community i.e. not just the school community.

Discussion on raising program fees needs to consider potential impact on families that may not qualify for subsidy but could be experiencing financial hardship in today's economic situation. One option to consider may be discounts for families with multiple children.

6. Other Business

a. Website

Susanne reported that work is being planned to bring website accessibility up to AODA standards, so that Applegrove is complying with AODA requirements.

b. Accessibility Policy

Susanne recommends that Applegrove develop its own Accessibility Policy vs using the City's policy. She has drafted a policy based on a template from the province, and informed by other AOCC policies. She asks that committee members review it and provide comments.

c. City of Toronto Psychological Health and Safety Policy

Susanne reported that the City has a Psychological Safety Policy and Risk Assessment process. She will circulate it to the committee for discussion at a future meeting.

Next meeting:

November 16

Program Update – October 2022

Prenatal

- No new updates. Women will continue to meet online, until our permit issues have been resolved. As the weather gets colder, online will make sense. Louise hopes to have an in-person gathering once a month and hopes to move to in-person programming in the future.
- May attended a meeting with the Canada Prenatal Nutrition Program (CPNP) partners and Public Health who is the funder has not directed programs to be back in-person and is okay with online programming.

EarlyON Programs

- Programs continue to run in-person and we are seeing some old faces returning. We are also seeing some new families. Staff will be working on outreach to increase numbers.
- After a long search and several rounds of interviews, we finally hired someone for the position that Josh held. Alicia Crilly is an RECE and she will work 22 hours a week. She started on October 3.
- If the Education workers go on strike and the schools close, we have a contingency plan to open at the Glen Rhodes location to run program every day. Thursday will be an overlap day but since all staff will be there, they will run an expanded program.
- The Applegrove Connection is operating in-person with a steady stream of participants. Capacity at the Glen Rhodes is a bit tight but we are hoping to use some space in the Sanctuary so participants can spill out into space to do other activities.

Afterschool

- The Duke program is running smoothly but is still not full. Staff are doing outreach, including at the school council meeting and will put something in the school newsletter. The satellite location is running at lower numbers and staff are doing outreach at Bowmore through their school newsletter. May or Josh are also looking into possibly attending one of their school council meetings.
- 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

- Youth programs started the week of October 11. They will run Tuesdays and Thursdays from 6:30 - 8:30 pm. Tuesdays is a drop-in format with a 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, and participants from Eastview will join our seniors.

- The Seniors Active Living Fair is set for November 18 from 10:30 - 2:30 using SH Armstrong space and the Applegrove Lounge. Activities include vendors, non-profit agency tables, a flu clinic, workshop speakers, a good food market and performances from our line dance group. There will be lunch, door prizes and information for attendees. The fair is in person and free.

Neighbourhood Food Hub Update

June - October 15, 2022

Greenbelt Markets Leadership + Staffing (Transition)

- A transition plan has been developed and submitted to Susanne Burkhardt for review and feedback.
- Daniel Taylor has assumed the role of Executive Director of Greenbelt Markets and is currently overseeing project and transition plan.
- An interim HR & Operations Manager, Alex Prockow, has been hired to support the organization with additional capacity through the transition period.
- Additional support staff from the NFH community have been hired for onsite and community coordination.

Fundraising & Partnerships

- Awarded \$90,000 grant by Healthy Communities Canada to develop two “MicroMarkets” in the community coupling the affordable fresh food of the past Good Food Market with the public animation, prepared and local food of farmers’ markets.
- The East Side Night Market was hosted at Greenwood Park on July 9 by the Leslieville Farmers’ Market, Neighbourhood Food Hub and a coalition of 5 other local farmers’ markets including the Deeply Rooted, a Black and Indigenous Farmers’ Market funded by a \$49,000 grant from Healthy Communities Canada.
- Although a success with approx. 50 local vendors, 5 partner community markets and over 5,000 attendees, primary fundraising efforts were derailed by the Rogers Communications outage the day prior and during the event.
- Hi-res professional video and photography, valuable partnerships and relationships with local food businesses, nearby community markets and widespread community name recognition sets the stage for a major annual fundraising event

Grant-Funded Projects

- LaunchPAD Program (funded by Metcalf Foundation)
 - Program-start delayed from June 15 to August 15 due to staffing and capacity-issues at Greenbelt Markets
 - Four applicants are being onboarded to the program and will begin attending the Leslieville Farmers' Market in October and participating in the MicroMarket starting at the Neighbourhood Food Hub in November.
 - Applicants are referred by NFH partner Newcomer Kitchen.

- Virtual Learning Studio (funded by Trillium Foundation through Greenbelt Markets)
 - Virtual Learning Studio equipment is installed in the Community Kitchen with mobile-kit setup prepared for use
 - Program outreach delayed from July 15, 2022 - October 1, 2022 due to staffing and capacity-issues at Greenbelt Markets
 - Test tutorial is being recorded in partnership with a regular NFH space-user for use in imminent public outreach to advertise the service.
 - First phase of the program will highlight NFH partners and exceptional food-makers in the community before being further developed as an unrestricted revenue source.

- Community MicroMarket (funded by Healthy Communities Canada)
 - "Neighbourhood MicroMarket" (working title) is anticipated to start in mid-October with a paired-down nucleus of a more expanded community market at the NFH.
 - Will take place on Sunday's between 10:00am - 3:00pm
 - Partnership with Eastview Health Centre to deliver one of the MicroMarkets, and NFH project team will deliver the other.

Events

- The Neighbourhood Food Hub/Glen Rhodes Campus is hosting a polling station for the upcoming municipal election on October 24, 2022.

- A "Fright Night" Movie event is being hosted on October 28th by Applegrove and the Leslieville Farmers' Market (operated by Greenbelt Markets).

- A Holiday Market is being planned by the Leslieville Farmers' Market (operated by Greenbelt Markets) for mid-December. This is a return to a 5-year local tradition prior to the Covid-19 Pandemic.

Partnerships

- Newcomer Kitchen provided paid consulting services building the application, curriculum and development support for the LaunchPAD/Metcalf through a series of in-person meetings.
- Foodpreneur Labs provided feedback and guidance on the LaunchPAD/Metcalf program and presents an opportunity for further partnership development
- The East Side Night Market included partnerships with Withrow Park Farmers' Market, Cabbagetown Farmers' Market, Underpass Farmers' Market, the Leslieville Farmers' Market and Deeply Rooted Farmers' Market
- Facility tour with Deeply Rooted lead to current talks of their market providing Black and Indigenous-focused food programs, events and activities at the NFH during the currently less-used evenings and weekends. .

Facility

- Greenbelt Markets seasonal support staff have been onsite supporting space-user programs, deep cleaning, painting and preparing the facility for increased use and incoming programs.
- Upgraded spaces include the courtyard stairwell, Barbara Christie Room with removable art installation, main basement stage, east stairwell, former Parent Resource Room.
- Spaces to be upgraded over the Fall include the Administrative Office to be turned into a functional workspace and "HQ" for facility staff, setting up a "volunteer lounge" on the repainted stage with donated furniture and a video-conference capable meeting space.
- As a potential incubation partner, we are exploring new micro-farming business ZED Farms, potentially taking over the MicroFarm (microgreen growing-room funded by the TD Foundation and Canada Local Food Infrastructure Fund).
- The stage of the lower hall has been primed and will be painted with a "placeholder" mural as part of ongoing restoration work.



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**Board of Management Meeting
October 26, 2022**

AGENDA

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of Sept 19 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Board Learning Snapshot

8:40

- E. Personnel & Policy Committee (October 17 *notes attached*)

8:50

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

9:00

- G. Adjournment

Next Meetings and Events

November 28 Board Meeting 7 p.m. (virtual)

**Minutes of the Board of Management Meeting
September 19, 2022**

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

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the June 27 Board of Management Meeting

MOTION (Hodgson/Munn)

To accept the minutes of June 27, 2022 Board Meeting.

Carried

Recorded Vote:

Valentine – yes

Munn – yes

Karim – yes

Hodgson – yes

Aarts – yes

Law - yes

D. Board Learning Snapshot

Susanne presented slides on the City-AOCC Relationship Framework. She covered the first 4 items which include: background and purpose, mandate of community centres, delegation of authority, and operating principles and objectives. She will continue on this topic at the next two board meetings. The Relationship Framework is available on the City and Applegrove websites, and a link was included in the board manual.

E. Personnel Committee Report

Jim provided an overview of the committee report. Most of the items have been already covered. Susanne added that this year, there may be more roll over of Management vacation time due to work loads and will check with the City for guidance on this.

Management performance evaluations are being changed at the City. Applegrove is not able to access their online system so they are preparing something for the AOCCs.

All staff are eligible for OMERS beginning 2023. There is a shared cost of 9% each to both Applegrove and the employee nad the staff can opt in and out between seasonal work. This is good news. It will also implact admin workload.

Susanne notified members that there is complaint under the Human Rights Commission she is investigating, with support from Employment Relatioms staff at the City.

Susanne will be taking training on mental health and psychological safety with Charity Village. This came up as a result of the DEI audit. The cost is \$500 and it will be covered by the Admin budget. The City does not currently offer training on this topic. Board members were supportive of Susanne doing this training.

The province has extended the window during which not-for-profit boards can meet virtually until September 2023. The City had already approved virtual meetings.

MOTION (Law/Munn)

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 it has been a challenging summer with the lease, complaint, and Food Hub issue. She is hoping that things will be resolved and the workload will ease .

She provided a CRM update. Work on an agreement is ongoing. The City's lawyer is focused on ensuring that regulatory requirements are met and that the Board is protected from risk. As a result the City's privacy and data security requirements are quite high and discussions are focused on developing an agreement that meets the needs of the City and of the vendor. Susanne shared that Parks, Forestry and Recreation is not in a position to move forward on their system, and that it may be a long time before anything is in place that AOCCs could also make use of. Susanne also shared that the afterschool training went well and we are looking at integrating more training for them throughout the year. Finally, Susanne is concerned with staffing challenges and shared that a manager will soon be off for on a sick leave expected to last 6-8 weeks.

G. Correspondence & Information Received

Nothing to highlight in the correspondence list provided.

H. Adjournment

The October meeting will be in-person and the October meeting will be in-person. Location to be determined.

The meeting was adjourned on a motion by Vai Teng Law, seconded by Shirin Karim.

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

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"TOGETHER, BUILDING OUR COMMUNITY"

Personnel and Policy Committee

Meeting Notes

October 17, 2022 - 5:00 pm

Present: Jim Valentine (Chair), Susan Munn

Staff: Susanne (recorder)

1. Notes from September 12 Meeting

The committee reviewed the notes. No changes are needed.

2. Staffing

a. Hiring Reports – Parent Child Centre (EarlyON)

Susanne presented an overview. It was noted that other organizations in the sector are also experiencing HR challenges.

b. Staffing Update

Susanne reported on current staffing issues.

c. Neighbourhood Food Hub Update

Susanne provided an update on the third party review of the issues that took place in the summer, being conducted by Nourish East End. It will be done by St. Stephens Conflict Management Services.

2. Management

a. 2022 Compensation Salary Adjustments

Susanne reported that Applegrove has completed the management salary adjustments as directed by the City.

b. 2022 Hours

Susanne reported that she consulted with her Human Resource contact at the City about rolling over management vacation. She confirmed that the amount of vacation to be rolled over is well within what City policy allows and shared a form that is used by the City for rolling over vacation. She will adapt this form for use at Applegrove.

3. Performance Evaluation

Susanne reported that AOCCS received a package of the City's new performance management materials. She is still filling in the new form. A key difference of the new system is regular performance discussions vs mid/year end review. Details on evaluation and progression/merit pay are still not yet available. The committee agreed that an ED performance review discussion would take place at the next committee meeting. In future, it was suggested that ED performance review discussions be conducted every 2-3 months.

4. Board

a. *AODA Training*

Susanne is finalizing an AODA compliance report. This has not been done in past as Applegrove is registered with the province as a not-for-profit corporation and has typically had fewer staff than the threshold for reporting. Applegrove now has 21 staff, which is above the threshold. Through this process she identified that board members need training on AODA Customer Service Standards. She will include this in future board orientation and had asked that members do the training for this year. Committee members reported that they had not received the email so Susanne resent it. Susanne noted that the Applegrove website is not AODA compliant and work is underway to address this.

b. *Skills and Diversity Assessment*

The committee reviewed the 2021 questionnaire and recommended revisions. Susanne will make the revisions and send a final draft to the committee for review.

c. *Board Self-Evaluation*

The committee reviewed the proposed approach of alternating year detailed and short form questionnaires to assess board functioning. Susanne will draft a short form questionnaire for review by the Committee.

5. Policy

a. *Emergency Procedures Update*

Susanne informed the committee that she and May are finalizing an update of these procedures and will circulate them to the committee. Once completed, the procedures will be shared and reviewed with staff. This is done approximately annually. The procedures are available on the server for staff with access, hardcopy in the policy binder in the office and in the evaluation binder. It was recommended that the policy be posted in prominent locations so that they are easily available.

b. *Accessibility Policy*

Susanne provided an overview of the draft policy. It was developed using a government template and informed by review of other AOCC policies. Committee members can provide comments in writing. The policy will also go to the MOI Committee. She plans to bring it to the board in November for approval.

6. Other Business

December meeting to be discussed at the next committee meeting. The Committee members are available.

Next Meeting – October 17

Applegrove Community Complex
Correspondence / Information Received
 October 2022

From (Date Received)	Regarding	Action(s)
Karen Jones, Director, Intergovernmental and Agency Relations City Manager's Office (Sept 20, 2022) (email)	<p>Update on City review of recently-passed provincial legislation, the Strong Mayors, Building Homes Act, 2022:</p> <ul style="list-style-type: none"> On September 8, 2022, the Provincial legislature passed Bill 3, Strong Mayors, Building Homes Act, which would give the mayor of Toronto new tools to advance provincial priorities. The Ontario government has announced its intention to bring the bill into force effective November 15, which coincides with the beginning of the new Council term. Until the bill comes into effect, the City of Toronto continues to operate under business as usual. Regulations related to the bill, which will provide key details (including, for example, which local boards would be subject to the mayor's new power to appoint chairs and vice-chairs), are not yet available. The bill also provides that chairs and vice-chairs of local boards subject to the new powers shall continue in their positions unless they are dismissed or their appointment is revoked. More information will be provided to you as required, once the impacts of the Bill and its regulations on local boards are available. A cross-divisional staff working group, reporting to the Interim City Manager, is working to prepare for the implementation of the legislation once enacted, along with any applicable regulations adopted, and smooth transition to the new Council term. Your Board will continue to receive updates and be engaged in the process wherever appropriate. 	Susanne and board to monitor
City Clerk's Office (Oct 7, 2022)	Notice of application to amend the zoning bylaw to permit a 27 storey residential building at 16, 20 & 26 Cosburn Ave. Planner Seana.Kerr@toronto.ca	R&F
City Clerk's Office (Oct 7, 2022)	Notice of application to permit a 49 storey mixed use building at 654-656 and 658-668 Danforth Ave. and 717-723 Pape Ave. Planner Steven.Barber@toronto.ca	R&F
City Clerk's Office (Oct 21, 2022)	Notice of application to Amend the Zoning By-law to permit a nine-storey mixed-use building at 641-653 Queen Street East. Planner: Raymond Tung at (416) 392-3812 or Raymond.Tung@toronto.ca	R&F

**R&F = Receive and File*