

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting

January 25, 2021

This meeting is open to the public and will take place using Zoom. Members of the public who wish to participate in the meeting are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by videoconference

<https://us02web.zoom.us/j/86039572232?pwd=QmFQdmpzcVdvdkFRSS3BNWWtsbGJIQT09>

Meeting ID: 860 3957 2232

Passcode: nD3DfG

To join by phone

Meeting ID: 860 3957 2232

Call: 647-374-4685 or 647-558-0588

Passcode: 606643

AGENDA

7:00

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

7:10

6. Neighbourhood Food Hub 2020 Annual Report (*final draft attached*)

7:20

7. Finance
 - 7.1. Preliminary Year-End Financial Statements (*sent separately*): for information
 - 7.2. Audit Update
 - 7.3. City Cash Flow Update
 - 7.4. 2021 Program Budget (*sent separately*): for approval

7:40

7. Standing Committees
 - 7.1. Membership, Outreach & Inclusion Committee Report (*draft notes attached*)

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“TOGETHER, BUILDING OUR COMMUNITY”

- i) Anti-Racism/Equity/Inclusion
- ii) AGM
- iii) Board Recruitment

7.2. Strategy & Finance Committee Report (*draft notes attached*)

- i) Endorsement of Causes and Campaigns Procedure: for approval

8:05

- 8. COVID-19 Closure Update
- 9. Program Update
- 10. Don Summerville Update

8:25

- 11. Directors' Concerns

8:30

- 12. Adjournment

CALL TO ACTION #9

Truth and Reconciliation Commission (TRC) – Education

We call upon the federal government to prepare and publish annual reports comparing funding for the education of First Nations children on and off reserves, as well as educational and income attainments of Aboriginal peoples in Canada compared with non-Aboriginal people.



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"TOGETHER, BUILDING OUR COMMUNITY"

Minutes of the Board of Directors Meeting November 30, 2020 – by Zoom video conference

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Tim McNab,
Andre Riolo, Eadit Rokach, Trustee Jennifer Story, Jim Valentine
Regrets: Councillor Paula Fletcher, Moneca Yardley
Staff: Susanne Burkhardt, Mark Kovats, May Seto (recorder)

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of October 26 Board of Directors Meeting

MOTION (McNab/Bois)

To accept the minutes of October 26, 2020 Board Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

6. Finance

6.1. Year-to-date Financial Report

Susanne presented and answered any questions. COVID has mostly impacted afterschool programming with some impacts to the EarlyON program. Mark provided an update on the City funding situation.

MOTION (Law/Valentine)

To discuss the next item in camera as it deals with identifiable individuals or confidential information.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

6.2. Cash Flow Update

Susanne provided an update and informed the Board that a letter was submitted from the AOCCs to the City but they haven't received a response yet. Mark provided an overview and informed Members that the City is still behind in payments but Applegrove has received the November payment. Mark stressed the importance to continue to follow up with our City payments so Applegrove does not jeopardize its financial situation.

6.3. Program Budget

i) 2020 Revised Program Budget

Susanne highlighted the revised budget briefing note and provided an overview of financial impact of COVID. Susanne answered questions that Members had.

ii) Preliminary 2021 Program Budget

Mark provided an overview of the Preliminary 2021 Program Budget which highlighted two scenarios. The Board discussed both options, suggested looking at the more conservative scenario and asked staff continue to do more analysis and bring it to the January Board meeting.

MOTION (Riolo/Law)

To return to the public meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

MOTION (Bois/McNab)

To accept the YTD financial report.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

MOTION (Law/Rokach)

To direct staff to continue to work on the 2021 preliminary budget for approval at the January Board meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Miceli – yes

Valentine – yes

Riolo – yes

Yardley – yes

7. COVID-19 Lockdown

Susanne provided an overview.

MOTION (Kosny/Law)

Recognizing that the Province of Ontario announced further measures to slow the spread of COVID-19 in Toronto, to apply additional precautionary measures as required, including having all employees not required for in-person delivery of essential programs work remotely until the end of the provincial lockdown period on December 21, 2020 or such time that the lockdown measures are lifted.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

8. Standing Committees

8.1. Members, Nominations & Outreach Committee Report

The committee has not met since our last Board meeting. It will meet on December 2.

8.2. Strategic Initiatives Committee Report

The committee has not met since our last Board meeting. It will meet on December 14.

9. Procedural Bylaw amendments: Board Committee Terms of Reference Officers and Committees

If the committee names and terms of reference are changed the Procedural Bylaw must be amended accordingly. The Board package includes proposed revisions to the terms of reference for all three committees. These are based on direction provided by the Board at its last meeting, and through consultation with members of the respective committees.

MOTION (Miceli/Bois)

To amend the Procedural Bylaw with the updated terms of reference as proposed.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

10. Program Update

May provided an update on programs.

Seniors - In Early November, finished up outdoor Tai Chi and now they are back to full online and telephone programming. Spanish continues to get good attendance and other programs average between 6 to 10 participants

Helping Our Babies Grow - This program continues to be well attended and one person from Alberta has joined us. The women will be receiving a good food box for November and December. The first delivery is scheduled for later this week.

After School - Program is going well and everyone is following protocols. Some cancellations with parents working from home, so we need to fill 3 spaces from the waitlist.

EarlyON - Staff were ready to run outdoor programming as of Dec. 1, however that has now changed due the lockdown restrictions. Staff hope to run our outdoor program starting the week of January 19. This will be in addition to our virtual programming. Attendance is quiet and staff are trying to be creative with programming to engage more families. They are

handing out kits so families have the materials to do crafts together. Recorded sessions are very popular and staff will be doing more of those so families can listen when it is convenient

Teen – In-person sessions have been cancelled and will move online, as youth are open to giving online programming a try. Staff met to brainstorm ideas. This Thursday will be their first week. If online programs don't work out, Ralph Thornton will ask for a grant extension.

11. Neighbourhood Food Hub

Susanne provided an update and shared that the lease is expected to be negotiated by end of year. Some payments have been made already. Any remaining funds will go to capital improvements. The Food Hub continues to be busy with 130 deliveries per week. They have started workshops and have connected with the school to do family programming.

12. Don Summerville

Susanne provided an update and shared that Don Summerville will host a scholarship event this Thursday and encouraged Members to attend. The Tenant Advisory group continues, as does the Heritage Project which uses photos collected to document history and stories, which will be shared through social media. This will also enable tenants to stay connected.

13. Directors' Concerns

None

14. Adjournment

The meeting was adjourned on a motion by Andre Riolo, seconded by Tim McNab.

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo - yes

Rokach – yes

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach and Inclusion Committee - Notes

January 13, 2021 at 6:00 p.m.

Present: Pierre Bois (Chair), Vai Teng Law, Iggy Kosny, Sue Munn (community member),

Staff: Janina DeGuzman, May Seto (recorder), Susanne Burkhardt

1. Welcome

Susanne welcomed everyone and shared that Abby is on leave and will return in April.

2. Notes from December Meeting

Committee members reviewed the notes.

3. Anti-Discrimination, Anti-Racism & Anti-Black Racism Next Steps

Pierre provided an overview of the January 7 discussion. Members asked if Applegrove is focusing on anti-discrimination broadly or anti-black racism specifically. Applegrove could have a goal to look at everything, starting with anti-black racism then moving to other key areas, such as Indigenous and LGBTQ communities. Being more focused may allow for more impact. But starting with one issue could raise concerns about others not being addressed.

Next steps for discussion at the next board meeting are:

- 1) Conducting an organizational equity assessment to understand Applegrove's current situation, identify gaps and issues, and inform planning and next steps
- 2) The need for, and resources to support bringing in an external consultant for this work
- 3) How this work could align with the strategic planning process
- 4) Ongoing and planned action to address equity:
 - a. MOI Committee will attend an upcoming staff meeting to introduce this work, get feedback on next steps, and foster more open board-staff relations.
 - b. MOI Committee will recruit additional community members representing population groups that experience and/or are at risk of racism, discrimination and access barriers.
 - c. Staff will continue to improve outreach and messaging to TCHC communities and population groups who experience discrimination and marginalization.
 - d. The subsidy model will be reviewed and alternatives explored.
 - e. Staff will compile available data on Applegrove participants and area demographics

Members asked about staff training and May shared that staff have already done a short video on anti-black racism and training on creating safe spaces through the 519. There is more City training on anti-black racism and indigenous and reconciliation available but it will not resume until once in-person training is allowed.

4. Events

a. Event reports – Holiday Event

May provided an overview and shared that approximately 75 participants from different programs attended. All levels of elected representatives attended and/or sent greetings. Feedback included good flow to the evening, trivia was fun, and to consider include a simple/short evaluation component next time.

b. Event planning – Family Dance (or alternate)

The committee discussed if Applegrove should host an event with the pandemic still in effect. Susanne shared her concern on whether we have the staff capacity this year and Sue shared that the School Council is considering screen fatigue/use as they plan activities. May shared that we have 3 placement students to help with an event or activity. The concept of a time capsule was discussed and will be explored further by staff. There is funding from Kiwanis for the event.

5. AGM

Despite the State of Emergency it appears that Applegrove is required to move forward with a spring AGM in keeping with the requirements of its constitution. March 24 was suggested, with March 30 as a back-up date. Pierre offered to emcee but suggested opening it up to other Board members as well. Susanne highlighted the work plan and key dates. Staff will prepare a poster and Susanne has asked Don Summerville to present their Heritage Project, but we should think of a back-up presentation in case they are not able.

6. Board Recruitment/Nominations

Susanne reviewed Nomination Committee responsibilities. The Nomination Committee should generate a list and look at what the needs of the board are. At the board meeting, there will be a discussion on priorities to inform recruitment. Vai Teng will lead recruitment and nomination and Pierre will support her. There will be two board vacancies - Moneca, Andre and Jean plan to stand for re-election, while Pierre and Iggy do not. Both do want to stay involved with Applegrove - Pierre on the MOI Committee and Iggy as a volunteer.

7. Communications – no update

8. Annual Committee Work Plan

Susanne provided an overview of the MOI work plan and shared that all the committees will have something similar. Susanne has added some items already and will circulate with members and can add more items as needed. This is a working document.

9. Other Business

a. Invitation to Neighbourhood Food Hub (NFH) Project Managers

Susanne will invite Food Hub Managers to the next meeting as a way to further integrate the NFH with Applegrove. They will also attend a Board meeting. For March or April, Susanne can arrange for a similar invitation to Don Summerville.

Next Meeting - February 10

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance - Notes

January 19, 2021 at 6:30 p.m.

Present: Tim McNab, Andre Riolo (Chair), Eadit Rokach, Jim Valentine
Staff: Susanne Burkhardt, May Seto (Recorder), Monica Vela

1. Welcome

Susanne welcomed everyone to the first meeting of the year.

2. Notes from December 14 Meeting

The notes were reviewed by committee members. No changes required.

3. Partnerships and Grants Update

a. Grants

Susanne provided an overview of the grant tracking form. In comparison to past years 2020 was fairly successful, with 23 applications sent and 13 successful. Applegrove expects to receive CSP funds so totals will increase. We will continue to pursue grants but emphasize larger ones as smaller grants can require a lot of admin work relative to what they offer.

b. Neighbourhood Food Hub

Susanne provided an update. Staff are finalizing an annual report which will be presented at the board meeting. When ready, Susanne will send a copy to the committee. SDFA is exploring different food hub models and will look at ours. Food Hub staff have been invited to attend another Food Hub to share and highlight our operations. Fundraising and sponsorship strategies are also planned for this year.

4. Applegrove Endorsement Procedure

Susanne provided an updated Endorsement Procedure with an introduction and changes based on committee feedback. It will be recommended to the Board for approval.

5. 2021 Program Budget

Susanne reminded members that two scenarios were presented at the last board meeting. Monica did a lot of work on the back end and prepared the updated numbers with the impacts of the new Provincial lockdown, which is not too different from those presented in November. Susanne gave an overview of the briefing note for the board. Susanne also provided an update on our cash flow situation and informed members that the City has paid all outstanding funds to Applegrove. The City also asked for short term cash flow support in 2021 as possible, and Applegrove has made the existing program funds in our admin account available as they had previously been approved by the board for that purpose. The 2021 program budget will be recommended to the Board for approval.

6. Facilities

a. Glen Rhodes Lease

Susanne shared that the lease process is in its final stages and expected to be signed within the next few weeks. Further details will be shared once the lease is finalized.

b. Create TO Development

Susanne reminded that the Councillor moved a council motion to explore alternative locations for Applegrove in the event our school space becomes unavailable due to population pressure from new development in the area. The City contacted Susanne for additional information on Applegrove space and how we use it, in order to assess whether the Create TO at Queen and Coxwell could be a possibility. Susanne provided information on current space use and informed the City that we would have to do an analysis of our space before confirming future needs. This item will be added to strategic planning.

7. Reserves Policy

Susanne provided an overview of the current reserves policy and shared that the way we categorize, track and document our funds (tying them to programs) is not effective. She has done some research and suggested best practices are as follows:

- Applegrove should consider having different types of reserve funds i.e., emergency operations, capital project reserve funds, piloting new programs, and facility reserve funds as needed.
- Emergency operating reserve funds should be in place 1 to 6 months of funding. Applegrove's current Program Reserve Policy is set at 2 months.
- Include information such as the amount of reserve funds we need which can be updated regularly, how we build the funds up, and how to monitor and report on reserve funds.

Susanne will work on an updated Reserves Policy and will bring it to the next committee meeting. She will do additional research and consult with other AOCCs to inform this. The committee suggested 3 months as a minimum for Applegrove to have in emergency reserves.

8. Strategic Planning

Susanne suggested to do strategic planning later in the year. There is also work on anti-racism and anti-discrimination through the MOI committee that may tie in to information needed for strategic planning. This can be a standing item on the agenda so we can continue to think about what needs to be done.

9. Risk Register

Members reviewed the risk register and suggested adding reserves funds in the mitigating strategies in the outdated IT risk. May provided an update on the statistics tool and informed members that we are at the test phase and it should be ready for use soon.

10. Annual Committee Work Plan

Members reviewed the committee work plan.

11. Other Business

a. IT Update

Susanne shared that we have a server in the office but it is still being configured remotely. We have a new firewall, a software system for cyber security and a back-up component.

Next Meeting – February 8, 6:30 pm

Endorsement of Causes and Campaigns Procedure

As a community-based organization Applegrove is concerned with the public interest and has a voice that it can and should use to address public policy related issues that impact on the communities that it serves.

Endorsing existing causes and campaigns is a quick and simple way to support social advocacy without a high level of organizational investment and commitment. It allows Applegrove to join other organizations in creating a unified voice and increase the scale of potential impact on issues that are aligned with the Applegrove mission. In addition to advancing positive social change, endorsement of relevant causes and campaigns may also raise awareness of Applegrove and its work among diverse stakeholders.

The Executive Director is authorized to endorse causes or campaigns that:

- Are aligned with Applegrove's mandate
- Relate to Applegrove's work
- Promote benefits for communities and population groups that Applegrove has knowledge of and serves
- Address an issue that Applegrove has in-house knowledge of
- Originate from a reputable and reliable source that is known to, or has been researched by, senior management and/or the board
- Are not directed against, or contrary to the interests of the City of Toronto
- Do not directly or indirectly support or oppose any political party or candidate for public office
- Have the potential for meaningful impact

The Executive Director will report any endorsements made as part of their report to the board.

The Executive Director will consult the board regarding endorsement if they feel that a cause or campaign may have merit, however:

- Is directed to the City of Toronto or other Applegrove funder
- Addresses an issue that could be considered sensitive or controversial
- For which the cost-benefit of endorsement may not be clear e.g. gaining increased exposure vs. risk for liability and/or reputation loss
- Presents any other potential risks to Applegrove

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

January 25, 2021

AGENDA

8:30

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

8:35

- D. Personnel Committee (*draft notes attached*)

8:45

- E. Facility Update

8:50

- F. Executive Director's Report

9:00

- G. Adjournment

Next Meetings and Events

February 8, 5pm	Personnel & Policy Committee Meeting
February 8, 6:30pm	Strategy & Finance Committee Meeting
February 10, 6pm	Membership, Nominations & Outreach Committee Meeting
February 22, 7pm	Board Meeting



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An Agency of the City of Toronto

Minutes of the Board of Management Meeting November 30, 2020 – by Zoom video conference

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

Present: Pierre Bois, Iggy Kosny, Vai Teng Law, Jean Lim-O'Brien (Chair), Tim McNab,
Andre Riolo, Eadit Rokach, Trustee Jennifer Story, Jim Valentine,
Regrets: Councillor Paula Fletcher, Moneca Yardley
Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the October 26 Board of Management Meeting

MOTION (Valentine/McNab)

To accept the minutes of October 26 Board of Management Meeting.

Carried

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

Story – yes

D. Personnel Committee

The committee has not met since our last Board meeting. It will meet on Dec. 7

E. Finance Manager Hiring Update

The City was not able to confirm if two AOCCs can hire for one position, so Applegrove will hire a part-time Finance Manager after all. We have a small pool of candidates and Susanne and May are currently doing the first round of interviews. The second round will be conducted by Susanne and Mark later in the week.

F. Executive Director's Report

Susanne shared that as Applegrove cannot hold PastaFest staff are planning a Virtual Holiday event. Posters and an invite will be sent out today. Paula Fletcher and Peter Tabuns will attend. Susanne asked for a volunteer to emcee and Pierre offered to do it.

Susanne will be meeting with our IT provider and will move forward with IT upgrades and a Applegrove server. This will allow for better remote access to Applegrove files. Susanne will connect with Tim to discuss IT support.

Susanne will bring the Anti-Black Racism agenda item to the MOI Committee and will invite interested staff to attend. Vai Teng and Andre attended the Anti-Black Racism training with the Toronto Neighbourhood Centres (TNC) and shared that there was a good balance of theory and sharing.

Susanne shared that she is really enjoying the Financial Leadership course, has learned a lot and finds it extremely helpful with the work she is doing at Applegrove.

G. Correspondence

Susanne highlighted two items: Call Me Maybe and AOCC closure recommendations on the list.

H. Adjournment

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

Recorded Vote:

Lim O'Brien – yes

Law – yes

Kosny – yes

Valentine – yes

Bois – yes

McNab – yes

Riolo – yes

Rokach – yes

Story – yes

Chair

Secretary

Next Meetings:

Membership, Outreach & Inclusion meeting – Wed., December 3 at 6:00 p.m.

Personnel & Policy meeting – Monday, December 7 at 5:00 p.m.

Strategy & Finance meeting – Monday, December 14 at 6:00 p.m.

Board meeting – Monday, January 25 at 7 p.m.



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Personnel & Policy Committee Meeting Notes

January 18, 2021 - 5:00 pm

Present: Jean Lim O'Brien (chair), Jennifer Story, Moneca Yardley

Staff: Susanne (recorder)

1. Notes from December Meeting

Susanne provided a summary of the notes. No follow-up is required.

2. Review of Annual Work Plan

The plan has been populated with tasks for 2021. It will be reviewed at each meeting and updated as required.

3. Overtime and Workload

In 2020 Management did not exceed lieu time hour limits set by City policy, however the pandemic created a very heavy workload and difficulty using lieu and vacation time. A plan is being developed to use carried over vacation in a timely manner. Board guidance may be required to prioritize work and manage the workload of management in 2021.

4. Updates

a. Staffing

- The Child and Youth Worker is on a voluntary unpaid leave for the next few months. A plan is in place to backfill the role once the After School Program is able to operate.
- The Finance Manager position has been filled, orientation is underway and the individual has completed required City of Toronto staff training.
- After School staff have not been hired due to the extension of the school closure due to the pandemic. May has reached out with information on government benefits. Discussion is underway on support for core staff impacted by the closure.
- The Committee discussed the administrative and logistical complexity of the Applegrove staffing model, and the need to streamline it in the future.

b. Bargaining

- Bargaining is underway. The original timeline was to have completed the process by end January. Susanne expects to get an update this week and will continue to provide updates to the committee.

5. Training & Development

a. Learning and Development Framework

The committee provided feedback on the draft Staff Learning and Development Framework. Comments included emphasizing organizational needs and priorities with respect to staff training, defining the terms training and development for clarity, and providing examples of types of training to be expected for staff in different roles. Susanne will revise the Framework accordingly and circulate it to the committee.

6. Staff Code of Conduct

Susanne is updating this policy to reflect current issues and with consideration of staff input, and will circulate it to the committee for review.

7. Executive Director Performance Evaluation

Susanne presented her 2020 performance objectives and achievements to the committee and answered questions. Susanne will send information on the review process to the committee, which will review Susanne's performance and consolidate its comments by February 1 for review at the February 8 committee meeting. Due to cancellation of the City's pay-for-performance program the City is revising its performance evaluation process and Susanne will update the committee when information is available. In the meantime she will share draft 2021 performance and learning goals with committee members.

8. Board Other Business

a. Recruitment Priorities

- There will be 2 board vacancies this year and the AGM will take place in March in accordance with the requirements of Applegrove's constitution.
- The committee reviewed the draft questionnaire through which board members will provide information on the skills, experience and diversity they bring to the board. Results will help to identify board gaps and recruitment priorities for the Membership, Outreach and Inclusion Committee, which serves as the board nominations committee.
- The committee discussed development of a Board Succession Policy and Plan which includes the recruitment and nomination process, board eligibility requirements and outlines core skills and attributes for board members required for effective and representative governance.

b. Exit Survey and Interview

- The exit survey (using the finalized form) and follow-up interviews will be done by the board chair. Findings will be shared with the Membership, Outreach and Inclusion Committee.

Next Meeting – February 8, 2021

Applegrove Community Complex
Correspondence / Information Received
January 19, 2021

From (Date Received)	Regarding	Action(s)
City Clerk (late Dec)	Notice of passing of Zoning Bylaws 1171-2020 and 1172-2020 with respect to 1249-1251 Queen Street East. Notice of appeal deadline January 12, 2021.	R&F
City Clerk (late Dec)	Notice of Adoption of Official Plan Amendment 516 on Dec. 18 with respect to lands generally known as the Lower Don River Area. Notice of deadline to appeal January 12, 2021.	R&F
City Clerk (late Dec)	Notice of Adoption of Official Plan Amendment 404 on Dec. 18 with respect to lands generally known as the Lower Don River Area. Notice of deadline to appeal January 12, 2021.	R&F
City Manager (Jan 5)	Member Motion Item 24.2 Call Me Maybe: Improving Transparency by Making Staff Directories Available to the Public Staff positions at AOCCS should be listed and available on the website	In progress

**R&F = Receive and File*