

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

July 12, 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 in order to receive the meeting passcode.

To join by videoconference

<https://us02web.zoom.us/j/82113179698?pwd=dmFhTm9nbUlaOXdzVGc2d1FOb21Mdz09>

Meeting ID: 821 1317 9698

To join by phone

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

Meeting ID: 821 1317 9698

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 May 31 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report - draft (*sent separately*): for information
 - 6.2. Sage Reporting System Update
 - 6.3. Admin Budget Process Update
 - 6.4. Program Budget Process Update

7:25

8. Projects and Planning
 - 8.1. Facility Relocation Update
 - 8.2. Strategic Planning Proposal (*draft RFP sent separately*)
 - 8.3. Diversity, Equity and Inclusion Assessment Proposal (*draft RFP sent separately*)
 - 8.4. Subsidy Model Proposal (*briefing note sent separately*)

- 8.5. Customer Relationship Management/Registration System Proposal (*briefing note sent separately*)

8:05

7. Standing Committees
 - 7.1. Membership, Outreach & Inclusion Committee Report (*Jun 9 notes attached*)
 - 7.2. Strategic Initiatives Committee Report (*Jun 21 notes attached*)

8:15

9. COVID-19 Closure Update
10. Program Update
11. Neighbourhood Food Hub Update (*attached*)
12. Don Summerville Update

8:25

13. Directors' Concerns

8:30

14. Adjournment

CALL TO ACTION #13 - Language and Culture

Truth and Reconciliation Commission (TRC)

We call upon the federal government to acknowledge that Aboriginal rights include Aboriginal language rights.

What's happened?

In June 2017 the federal government, in a joint statement with Indigenous leaders, confirmed that Aboriginal rights include Aboriginal language rights. The statement was made when the Assembly of First Nations, the Métis National Council and the Inuit Tapiriit Kanatami, along with federal Minister of Heritage Melanie Joly, [announced the co-development of an Indigenous Languages Act.](#)

The development and legislation of an Indigenous Languages Act would recognize “First Nations, Inuit and Métis language rights and jurisdictions” and would be “fundamental to Indigenous self-determination,” according to a joint news release between the federal government, the Assembly of First Nations, the Métis National Council and the Inuit Tapiriit Kanatami.

The Indigenous Languages Act would “further affirm and address the right of Indigenous Peoples” to revitalize and preserve their languages for future generations, according to the press statement. Following the June 2017 announcement, the federal government launched a nationwide engagement process, seeking input from Indigenous leaders, language teachers and Elders, about how to draft the Indigenous Languages Act.

An Act Respecting Indigenous Languages was tabled in Parliament in February 2019 and received royal assent on June 21, 2019. The legislation sets up an Office of the Commissioner of Indigenous Languages tasked with: planning "initiatives and activities" to restore and maintain fluency in Indigenous languages; creating technological tools, educational materials and permanent records of Indigenous languages, including audio and video recordings of fluent speakers; and funding immersion programs. The office also would undertake further research on existing and extinct Indigenous languages.

The Indigenous languages commissioner, like the official languages commissioner, will be chosen by the federal cabinet and appointed to a five-year term. Inuit Tapiriit Kanatami withdrew its support for the bill prior to its tabling. "The absence of any Inuit-specific content suggests this bill is yet another legislative initiative developed behind closed doors by a colonial system and then imposed on Inuit," Natan Obed, the president of the ITK, said in a statement.

Obed said the Office of the Commissioner of Indigenous Languages is little more than a new title for the existing Aboriginal Languages Initiative program, a federal office that has largely failed to halt the decline of Indigenous languages despite having a mission similar to that of the new Liberal plan.

Source: Beyond 94: Truth and Reconciliation in Canada (CBC)
<https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=13>



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting May 31, 2021 – by Zoom video conference

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

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

1. Call to Order/Adoption of Agenda/Introductions

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

2. Indigenous Land Acknowledgement

Tim highlighted TRC Call to Action #12 – Education. Members discussed how this impacts Applegrove and Susanne reminded members that Jennifer will provide a presentation about the Wandering Spirit school at the next meeting. Susanne shared that she attended an EarlyON meeting that highlighted two Indigenous programs in the GTA.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of April 26 Board of Directors Meeting

MOTION (Lim-O'Brien/Rokach)

To accept the minutes of April 26, 2021 Board Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Rokach – yes

Abdo – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

6. Finance

6.1. Year-to-date Financial Report

Monica provided an overview of the variance report and shared that the difference in revenue is due to deferrals from previous year income, grant funds, and different year end for some funders. The loss of revenue is due to the closure of the Afterschool. Staff will do a forecast in September to see where Applegrove is at financially. Monica also highlighted the Statement of Operations and shared the updated balance sheet.

6.2. Sage Reporting System Update

The consultant has been connected with Bizsys and the Sage project will be moving forward soon.

6.3. Reserves Policy Update

Staff are ready to move funds into the appropriate reserves policy categories.

6.4. Collective Agreement Financial Impact

Susanne provided an overview of the confidential briefing note and highlighted the cost of living adjustment (COLA) increases. For admin staff Applegrove's City budget will be adjusted to cover the costs. For program staff there is no impact to the budget in 2021 because we planned for the COLA increase, however the 2020 amounts (\$3,872.34) were not factored into the budget and will have to come out of individual programs or reserves. Two other changes to the collective agreement that may have future financial impact are as follows: under 18 staff will be able to take 2 days of emergency leave and some health benefits have changed which may impact our GreenShield benefit costs.

MOTION (Lim-O'Brien/Rokach)

To accept the YTD financial report.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Rokach – yes

Abdo – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

7. Standing Committees

7.1. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the committee notes. Applegrove has joined the Community Data Program consortium and Vai and Susanne were oriented. The committee members generated a list of data to look into. Members reviewed the proposed subsidy model, which will be reviewed at the next MOI meeting and then come to the Board for approval. The committee is still looking into a consultant to help us with Applegrove's anti-oppression/anti-racism work.

MOTION (Rokach/Abdo)

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

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

7.2. Strategy and Finance Committee Report

Jim provided an overview of the committee notes. Susanne highlighted the organizational business model, which shows that Applegrove relies heavily on government funding. The committee is starting to look at how to fundraise intentionally and explore other opportunities to be more resilient and diversify our revenues.

i) Strategic Planning

Ralph Thornton is working on a RFP. There are 4 to 5 AOCCs that have to do strategic planning. Susanne will provide an update when she has more info.

ii) Facility Planning

Susanne provided an overview and shared that Councillor Fletcher, SDFA and she met with CreateTO to discuss more about the needs of Applegrove. This is one of multiple possible sites. Susanne stated that Applegrove is working with Corporate Real Estate Management (CREM) at the City to explore other buildings in the community. Susanne suggested striking a working committee to identify a process for site evaluation and bring back information to the SF Committee and the board. The following members will be part of the working committee: Vai, Hamdi, Eadit, and Tim. Susanne will set a meeting fairly soon.

MOTION (Abdo/Rokach)

To strike a Facility working group.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson – yes

MOTION (Abdo/Law)

To accept the Strategy and Finance Report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

8. COVID Closure Update

Susanne provided an update and staff are working from home and only in the office if needed due to the continued stay at home order. We have not been approved for our summer camp permit as of yet.

9. Program Update

May provided an update on programs.

Seniors - We have added more chair yoga sessions as many seniors enjoyed it. Nanor will be dropping off craft kits so participants can do an activity together and celebrate seniors' month in June. There will also be a seniors advisory meeting scheduled at the end of June. Nanor and May are talking about more outreach and fundraising ideas.

School-aged Children - Registration is going well for summer camp with the first 4 weeks almost full. Hiring of staff is still ongoing. We have a few more interviews to do but we should be able to offer both camp and leadership. Interest for afterschool program in September has increased with parents calling to find out if there are spaces. May has sent out an email to ask which children are returning to both the Duke and satellite sites.

EarlyON - Virtual programming attendance is slowing down with the nicer weather. Staff are planning and looking forward to doing outdoor programming. The craft kit deliveries are going well where staff deliver kits on Wednesdays and families join online on Thursdays.

10. Food Hub

Susanne provided an overview of the report and highlighted key areas. The Good Food Market is going really well and last week food sold out in the first hour. For future markets, more food will have to be ordered. The Food Hub will be starting up another market that focuses on Farmer's boxes on Tuesdays. Susanne informed members that the Food Hub did a survey to identify who really needs the emergency food program and results show that approximately 50% still need support so the Food Hub will continue some form of emergency food delivery program. The Food Hub will also be at the Leslieville Farmers' Market every Sunday.

The Memorandum of Understanding with East End United and the City is complete. The certified commercial kitchen is almost ready. Susanne also attends a property management committee meeting once a month.

11. Don Summerville

Susanne shared that the Scholarship deadline is at the end of the week. There is a meeting with East End Arts and the Tenant Advisory Group to discuss the hoarding that will go up at the construction site. The plan is to hire an artist to tie all the images together from the photography and heritage projects.

12. Directors' Concerns

None

13. Adjournment

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

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

Chair

Secretary

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach and Inclusion Committee - Notes

June 9, 2021 at 5:30 p.m.

Present: Simone Hodgson, Vai Teng Law (Chair), Jean Lim-O'Brien

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

Regrets: Shernel Monlouis

1. Welcome

Members introduced themselves to Jade.

2. Notes from May Meeting – Members reviewed and no changes required.

3. Anti-Discrimination, Anti-Oppression & Anti-Black Racism

a. Subsidy Model

Susanne provided an overview and highlighted the key points. In doing our research, we found out it was common for other organizations and the City to use LICO as a basis for their subsidies. The proposed subsidy model for Applegrove is tied to LICO and recommends only using one type of subsidy model for consistency and clarity. May highlighted the proposed subsidy grid and explained how the categories related to the LICO household numbers. Members suggested adding the following:

- Find out when the LICO rates are updated each year so it fits in with our timing of fee collection
- Make some changes to the grid visually to see the rows easier
- Round the numbers up for easier and simpler calculations
- Add an example of how to use the table
- Add to the subsidy information that OW/ODSP recipients receive free program for summer camp.
- In future, if possible, add a subsidy calculator to the website where parents determine their subsidy automatically.

Staff will clean up the subsidy model and circulate by email before the next board meeting.

b. Consultant

Susanne informed members that she has a list of consultants and suggested that the next steps would be to draft a RFP. At least three quotes are required for any expenses above \$3,000. Susanne shared that areas of focus could be:

- People (board and staff)
- Participants
- Programs
- Policy and practice

Members felt the a consultant could:

- Help Applegrove with shared language, to have these conversations
- Provide a teaching perspective – changing perspectives and sharing

- Provide recommendations and an action plan for the organization
- Workshop – to draw out more info
- Review program content
- Help with how the assessment will be structured
- Possible tie in with strategic planning
- Use a lens of diversity, equity, and inclusion

Susanne will put some more thought into this and how it can tie to strategic planning. She will draft a RFP and circulate to the committee by email in couple of weeks.

4. Membership

This committee worked with the former Executive Director on a membership model prior to Susanne arriving, which aimed in part to generate funds to support subsidies. Susanne asked the committee to put this on hold at the time due to concerns about its complexity and whether it was inclusive, equitable and accessible. Susanne and Pierre met on this and he is interested in helping out. The committee will pick up the work on this again later this year.

Applegrove does not charge for membership whereas some AOCCs do. Next steps will be to look at what the other AOCCs are doing, develop a list of objectives for membership, and consider other things such as: do we charge a membership for afterschool and summer camp? We cannot charge a fee for EarlyON, so how does membership work. Susanne shared a potential goal for membership is to connect the broader community to Applegrove.

5. Volunteer Program

May provided an overview of her meeting with Jade and informed the members that she would be working to draw together the various components of Applegrove's volunteer program into a cohesive system. Jade will review our volunteer application, develop a policy and manual, create job descriptions, consider volunteer recognition and research ways to do outreach to recruit more long-term volunteers.

6. Annual Committee Work plan – Members reviewed the committee work plan and Susanne will update with any changes required.

7. Other Business

Susanne shared that Applegrove is creating a staff working group to look at how Applegrove can better reach out to, include, reflect and integrate content of the Indigenous community. The first meeting is scheduled for June 18. Susanne shared that she was able to finally reach someone at TCHC regarding outreach and hopes to meet with them soon.

Members asked about the summer camp and were concerned for working in an in-person environment. Susanne shared that most core staff are vaccinated but we do not really know for summer staff. Members suggested sending an email to ask if any staff needed help booking an appointment. May will send an email.

8. Next Meeting – TBD

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance - Notes

June 21 at 6:30 p.m.

Present: Hamdi Abdo, Andre Riolo, Eadit Rokach, Jim Valentine (Chair)
Staff: Susanne Burkhardt, May Seto (Recorder), Jade Shulist, Monica Vela

1. Welcome

Committee members introduced themselves to Jade.

2. Notes from May 17 Meeting

No changes required.

3. Partnerships and Grants Update

a. Grants

Susanne provided an update of the grant tracking form and informed members that Applegrove did not receive Healthy Communities funding. The call was very competitive and we will reapply in the next grant cycle. May reported that the Food Champions grant was not funded by Kiwanis. Applegrove will submit this grant to other funding opportunities.

b. Neighbourhood Food Hub

Susanne provided an update. The lease is signed. Staff will do a walk through on Thursday to with the intention of preparing it for programming and use. Jade will help with back-end work and set up systems such as internet, phones, procedures/practices, user agreements, etc. There is also opportunity for some revenue generation e.g. the Sanctuary can be permitted for concerts and events, and we do research on rental rates and insurance. Applegrove will have an office on site so we have some presence in the building.

The Food Hub has been doing some great fundraising at the Good Food Markets and Leslieville Farmer's Market with jar donations. Recently an anonymous donation of \$2,000 also came in through Canada Helps. They are also looking at more funding to do programming and trying not to rely on grants but sustainable fundraising.

c. Don Summerville

Susanne provided an update and informed members that there was a meeting with scholarship evaluators. On July 7, this group will meet to confirm recipients. Tenant engagement on the hoarding around the construction site is ongoing, and East End Arts has created a preliminary conceptual design that relates to the neighborhood. The Councillor has approved the preliminary concept and hoarding is expected to go up in August.

4. Finance

a. Financial Report

Monica provided an overview of the variance report and shared that Applegrove has spent 50% of budgeted program expenses but has only received 42% of revenue, mainly due to the

lost revenue from the afterschool program. For the admin budget we are ahead due to calendarization. Staff will look to spend funds to make sure we are on track so we don't have to scramble to do year-end spending.

b. Sage Reporting System Update

Monica has met with the SAGE consultant Gilroy and has a target date of end of July or early August to finish the project.

c. Charitable Tax Return – T3010

Monica oriented members to the charitable tax return form. Applegrove's return is complete and due at the end of the month. Applegrove will mail in the return but will set up for online submission for next year. Susanne has the completed form if members want to review it.

5. Registration/CRM System

Jade provided an overview and has taken over the project from Janina because she has dedicated time for it. Jade highlighted the three shortlisted options: Sumac, Amilia and Traxsolutions, to be evaluated across multiple dimensions including cost, functionality, integration with Sage accounting software and more.

The goal of a new system is to improve administrative, registration, and financial functions with the potential of adding volunteer management and room booking options. Jade is almost done with all the research and will be doing one additional analysis which includes a 5-year cost forecast. A recommendation on which system to secure will come to the committee and board for approval.

6. Organizational Planning

a. Strategic Planning

Susanne reviewed the overview provided. She informed the committee that the Membership, Outreach and Inclusion Committee is working on an equity, diversity and inclusion assessment of the organization as well and that work may be related to strategic planning. Susanne highlighted the timelines for this strategic planning, with preparation starting in June, a consultant being hired over the summer, consultation and strategic visioning work taking place from September to November and the completion of the plan in December.

Susanne informed members that she has a list of potential consultants and that Social Planning Toronto is starting to do this type of work in the sector. One consultant may be able to do both, but we should be prepared to hire 2 separate consultants. Susanne asked the committee to consider what Applegrove could/should allocate to this. Members felt that \$15,000 would be a realistic cost. Susanne will follow-up with Ralph Thornton on the shared RFP and will do more research on cost. The RFP will be ready in July.

b. Facility planning

Susanne provided an update and informed the committee that a meeting was held with staff for feedback on the Queen location. The staff had some extra points and Applegrove feedback was submitted to the City. A decision on this site must be made by end of August. Susanne also reported that another option is being considered and will share more when she has more information. The facility working group has already met once but will meet and communicate with the Board throughout the summer as needed.

7. Annual Committee Work Plan

Susanne suggested that it be a rolling workplan. She will add some items for early 2022. Susanne also reported that the Admin budget is due August 30 which will mean a possible meeting in the summer. A briefing note can be prepared on the Admin Budget for board approval.

8. Other Business

Susanne reported that as a result of advocacy done by another AOCC which was considered contrary to City interests, a discussion about AOCCs and advocacy has been opened with the City i.e. when and what mechanisms can AOCCs use, particularly if the position they take supports their community but is not aligned with the City.

Next Meeting – TBA (late Aug on a Monday at 6:30 pm)

July 9, 2021

NEIGHBOURHOOD FOOD HUB (NFH) UPDATE

Programming

- MP Julie Dabrusin will work at the Good Food Market on July 8th to learn about food security in the community.
- The Food Box Delivery Program is relaunching on July 8. A shortage of volunteer drivers delayed roll-out as many former volunteers have gone back to work.
- The “Tuesday Market” is set to open at the end of July. This is due to poor growing weather and lack of available farmers with sufficient produce. A local chef working out the Food Hub kitchen will provide weekly “pick-up” meals along with the Market.
- The kitchen is awaiting final inspections and will soon be operational. There is a lot of growing interest from local food businesses, organizations and chefs in using this space.
- The Food Hub has been attending the Leslieville Farmers’ Market weekly and will begin fundraising, accepting onsite donations and soliciting recipes from the community to start the “Neighbourhood Cook Book”, a printed cookbook of community recipes.

Partnerships

- A partnership with Do Good Donuts, a bakery that employs people with developmental disabilities is in the works, to have them use the Food Hub and kitchen as a home base.
- A partnership with the Syrian Sisters, an incubated business run by refugee women from Syria, is in place for when the kitchen becomes operational in August.
- We will pursue a partnership with East End Arts to begin community activations at the Neighbourhood Food Hub “zone” at the Leslieville Farmers’ Market.
- Partnership with Leslieville Farmers’ Market is deepening, and new opportunities and programs are being explored. A mid-August “Open House” for Food Hub partners is planned.

Facility

- Discussion is ongoing with East End United on shared use of the space e.g. on logistics (phone, security, maintenance systems, etc.), modernization of rooms and spaces (painting, furniture, artwork, etc.), and operational policies and procedures. We have also started to move furnishings things into the building.
- We are developing operational policies and procedures e.g. space use policy, kitchen use guidelines, security procedures, etc.
- An exercise to rekey the locks for Food Hub spaces is almost complete.
- On July 8 a kick-off meeting was held to establish a Glen Rhodes Food Programs Governance Committee, as per the MoU that was signed along with the lease.

July 9, 2021

Revenue Generation

- We secured the Musical Moments grant. Composer Anthony Wallace will facilitate a song-writing circle and COVID-safe public performance with local musicians from communities the Food Hub is serving, celebrating their stories and culture through music.
- We have re-applied to the Healthy Communities Canada Grant and should receive an answer by early September.
- A grant is being prepared for the Women's Foundation for a program that will provide childcare for single-mothers operating food businesses to while using the Food Hub kitchen. In partnership with the Leslieville Farmers' Market, the program will also provide a space at the LFM for participants to sell their products.
- Applegrove will submit a Seniors Community Grant application for cooking workshops for seniors, modelled after the workshop series offered this past winter.

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“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

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To join by videoconference

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Meeting ID: 821 1317 9698

To join by phone

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

Meeting ID: 821 1317 9698

AGENDA

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of May 31 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee (*Jun 21 notes attached*)
 - D.1. Board Succession Policy (*sent separately*): for approval
 - D.2. Board Orientation Check-In

8:50

- E. Executive Director's Report

8:55

- F. Correspondence and Information Received

9:00

- G. Adjournment

Next Meetings and Events

September 27 Board Meeting 7 p.m.

October 25 Board Meeting 7 p.m.

November 29 Board Meeting 7 p.m.



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social and informative programs for individuals and families.*

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

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the April 26 Board of Management Meeting

MOTION (Lim-O'Brien/Abdo)

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

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Rokach – yes

Abdo – yes

Hodgson – yes

Lim-O'Brien – yes

Munn - yes

D. Personnel and Policy Committee

Susanne provided an update on staffing and informed members that Applegrove has hired a Program Support Worker through the Youth Job Connect project. The Projects Coordinator position is in its final stages and an offer will happen in the next day or two.

D.1. Wrong Doing and Reprisal Protection Policy

Susanne provided overview of the policy and informed members that this is a standard policy which is similar to the other AOCCs.

D.2. Board Orientation

Susanne provided a report on the board manual, which has been transitioned into an electronic format. Susanne will send it to members tomorrow. The City will do an orientation session for AOCC Boards of Management on June 28 and November 22. A Board reading list will be generated and shared at a later date. New members will be given a 1 hour introduction to Applegrove and an OCASI 101 webinar to attend or watch later in addition to the Board orientation.

MOTION (McNab/Law)

To accept the Personnel and Policy Report.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson – yes

MOTION (Rokach/Abdo)

To approve the updated Wrong Doing and Reprisal Protection Policy as distributed.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

E. Executive Director's Report

Susanne provided a verbal report and shared that she has picked her work on the website and hopes to pick up the work on the branding. Staff are tracking their training and will be getting some social media training in the near future. Staff are also exploring

online registration options and we hope to have a new system in the fall. Susanne also shared that our statistics tracking tool is finished and ready for use. There will be a vaccine pop-up clinic at Glen Rhodes Church in the next 1-2 weeks. Susanne is on vacation next week.

F. Next Board Meeting Date

Scheduled for July 12. A meeting date for August will be decided then, if needed.

G. Adjournment

The meeting was adjourned on a motion by Jean Lim-O'Brien, seconded by Hamdi Abdo.

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

Chair

Secretary

Next Meetings:

July 12 – Board Meeting at 7 pm



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“TOGETHER, BUILDING OUR COMMUNITY”

Personnel & Policy Committee Meeting Notes

June 21, 2021 - 5:00 pm

Present: Tim McNab, Susan Munn, Jennifer Story

Staff: Susanne (recorder)

1. Notes from May 17 Meeting

No follow-up is required.

2. Updates

a. Staffing

Susanne reported that as the Child and Youth Worker will remain on leave until schools re-open, a staff from the EarlyOn program has been hired to lead camp. A posting has been issued to backfill hours as required in the EarlyON program. Summer camp staff have begun their training. Susanne has hired a 4-month contract non-union Projects Coordinator to help advance key organizational projects.

b. Collective Agreement

Susanne reported that the AOCCs are in discussion about options for consistent approach to staff training on anti-oppression, as required by a provision in the new Collective Agreement. She will also participate as an alternate on a Labour-Management Committee that has been formed.

3. Overtime and Workload

Susanne and May continue to manage their time to ensure that they do not accumulate excessive lieu or vacation time, but with so many things going on, this presents a challenge at this time. Susanne proposed, and the committee agreed, that policy work should be reduced in the coming months to allow for more immediate items to be addressed.

4. Policy

a. Board Succession Policy

The committee reviewed the draft policy, identified some formatting changes required and recommends that it move forward for approval by the Board at its next meeting.

b. Policy Development Procedure

This is not yet complete - deferred.

5. Board

a. *Board Orientation*

Susanne provided an update on Board orientation – the Board manual has been distributed and new (and interested) Board members have been asked to take the Governance 101 webinar. Sue participated in the webinar and found it to be useful. The City's AOCC orientation is scheduled for Monday June 28. Susanne still needs to book the Applegrove 101 session and to distribute the optional reading list. She plans to do this by the end of the month.

Susanne was asked to consider how the board exit surveys and the self-evaluation findings will relate to one another. The committee discussed providing various learning options, as not everyone learns in the same way. The important of ensuring the members understand their fiduciary responsibilities was emphasized. The orientation plan developed by the committee seems to addresses both of these matters, however it would make sense to do a check in at the next board meeting and/or to include a question on this in the board self-evaluation process.

b. *Board Self-Assessment*

This is not yet complete - deferred.

c. *Board Exit Questionnaires*

The committee reviewed the summary of finding from 2 of the 3 surveys – Susanne will add the third and re-send the full summary once she is able. Efforts to address a number of the items raised are already underway – board orientation, evaluation and more contact with staff and participants. Susanne proposed that the findings from these interviews and the board self-assessment could be compile din an annual board evaluation report.

6. Performance Evaluation

Susanne reported that the City's new performance evaluation program has not yet launched. Susanne's identified goals reflect the previous program's format and are unique to her i.e. not the same as those of other AOCC EDs and relate to the City's Strategic Plan. The committee reviewed Susanne mid-term performance report and provided feedback, with Susanne answering questions. The mid-year review will not go to the board and the year-end evaluation will take place in early 2022, with those results going to the board.

7. Review of Annual Work Plan

The committee agreed that Susanne would determine how to reduce policy items in order to free up time to focus on immediate issues such as facility planning. It was identified that the work plan should be a rolling document that extends past December.

Next Meeting – September 13, 5pm

**Applegrove Community Complex
Correspondence / Information Received**

July 5, 2021

From (Date Received)	Regarding	Action(s)
City Clerk (Jun 1, 2021)	Notice of Application under the Planning Act to permit a 12 storey mixed use building at 880-882 and 888 Eastern Avenue and at 74-80 Knox Avenue. For detailed information contact Raymond Tung, Planner at 416-3812 or Raymond.tung@toronto.ca	R&F
City Clerk (July 5, 2021)	Notice of Passing of Zoning By-Law 519-2021 with respect to lands at 345 Carlaw and 1180 Dundas to temporarily modify zoning restrictions allowing outdoor patios. This temporary by-law will expire April 14, 2022.	R&F
Office of the Chief Information Security Officer (Jun 21, 2021)	As per the recommendation included in the report, 'Cyber Safety: A Robust Cyber Security Program Needed to Mitigate Current and Emerging Threats'; adopted by City Council October 29, 2019 (Auditor General's Report in Item 2019.AU4.1), City Council directed the City Manager to request that all Agencies and Corporations provide a cyber security enterprise risk assessment.	AOCCs to collectively follow up with City on how to collectively address this request and secure appropriate support to do so – Susanne will provide updates via the S&F Committee

**R&F = Receive and File*