

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

May 31, 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/86039572232?pwd=QmFQdmpzcVdvdFRSS3BNWWtsbGJIQT09>

Meeting ID: 860 3957 2232

To join by phone

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

Meeting ID: 860 3957 2232

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

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. Sage Reporting System Update
 - 6.3. Reserves Policy update
 - 6.4. Collective Agreement Financial Impact (*sent separately*): for information

7:25

7. Standing Committees
 - 7.1. Membership, Outreach & Inclusion Committee Report (*May 12 notes attached*)
 - 7.2. Strategic Initiatives Committee Report (*May 17 notes attached*)
 - i) Strategic Planning
 - ii) Facility Planning

8:05

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

8:25

12. Directors' Concerns

8:30

13. Adjournment

CALL TO ACTION #12

Truth and Reconciliation Commission (TRC) – Education

We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

In 2018, a new Indigenous Early Learning and Child Care framework co-developed with the Assembly of First Nations, Inuit Tapiriit Kanatami and the Métis National Council was announced. This transformative framework reflects the unique cultures and needs of First Nations, Inuit and Métis children and families across Canada. The framework complements the Multilateral Framework on Early Learning and Child Care released in 2017 by federal, provincial and territorial ministers responsible for early learning and child care.

In support of the Indigenous Early Learning and Child Care Framework, the Government of Canada has committed \$1.7 billion over 10 years, starting in fiscal year 2018 to 2019, to strengthen early learning and child care programs and services for Indigenous children and families. In addition, Budget 2016 invested \$129.4 million over 2 years, starting in fiscal year 2016 to 2017, to build capacity in existing Indigenous early learning and child care programs.

Source: Government of Canada <https://www.rcaanc-cirnac.gc.ca/eng/1524495412051/1557511602225>



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"TOGETHER, BUILDING OUR COMMUNITY"

Minutes of the Board of Directors Meeting April 26, 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 (Chair), Tim McNab, Sue Munn, Andre Riolo, Eadit Rokach, Trustee Jennifer Story, Jim Valentine
Regrets: Councillor Paula Fletcher,
Staff: Susanne Burkhardt, May Seto (recorder), Monica Vela
Guests: Derek Chu (Welch LLP), Sarah Wong (Welch LLP)

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. Add 6.3. - Term Deposit discussion

2. Indigenous Land Acknowledgement

Jean highlighted TRC Call to Action #11 – Education. Members discussed how this impacts Applegrove.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of February Board of Directors Meeting

MOTION (Rokach/Riolo)

To accept the minutes of February 22, 2021 Board Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Riolo – yes

Rokach – yes

6. Finance

6.1. 2020 Draft Audited Financial Statements

Derek and Sarah from Welch LLP presented to the Board on the audit. Derek shared that the audit is completed and that the final step is a signature on the Management Letter. Derek provided an overview of the Audited Financial Statements. He also

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recognized Monica and Applegrove staff for supporting them by sending required documents necessary to complete the audit remotely.

Sarah provided an overview of the draft Audited Financial Statement. She shared that they provided a qualified opinion regarding cash donations and stated that this year was similar to last year's report. Overall nothing was unexpected except the addition of the Food Hub which impacted assets and liabilities. There was a decrease in membership fees, as to be expected due to the pandemic. There was an increase in revenue and expenses because of the Food Hub. There were no questions from members.

MOTION (McNab/Riolo)

To approve the 2020 Audited Financial Statement.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

6.2. Year-to-date Financial Report

Monica provided an overview of the Statement of Operations and shared that our admin funding is understated because we didn't get our January payment from the City. We will be receiving the January payment but it will be pro-rated throughout the year. Monica and Jeneff will adjust the budget to reflect this change. The expenses in the Program Budget do not reflect where we are actually at as they include whole grant amounts received in a lump sum and spending will occur throughout the year. After school revenues are down because of the school closure. Monica also highlighted the balance sheet and will revise necessary adjustments. The final financial statement will be revised to match the auditor's version.

MOTION (McNab/Rokach)

To accept the YTD financial report.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

6.3. Term Deposits

Susanne reminded members that Applegrove has 3 term deposits, two of which matured last year and were renewed for 1 year terms. On June 3 the third term deposit will mature. Susanne recommended it be renewed for 1 year at the best available rate.

MOTION (Riolo/Rokach)

To authorize Executive Director and Finance staff to renew the term deposit maturing on June 3rd at the best 1 year renewable rate.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

7. Standing Committees

7.1. Membership, Outreach and Inclusion Committee Report

Vai provided an overview of the committee notes. She highlighted the data that Applegrove will be accessing will be fairly in-depth and the need to tailor the data to match our catchment.

i) AGM review

Members felt the virtual AGM went smooth and was successful. There was an excellent turn out; a bit lower than the October AGM in 2020 but still well attended.

MOTION (Law/Riolo)

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

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

7.2. Strategy and Finance Committee Report

Andre provided an overview of the Strategy and Finance March 15 notes and highlighted the topics of discussion from the April meeting.

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- i) Sage Software Update: for Approval
Andre reported that the committee recommends that the Board approve a contract with Microsys based on its review of three quotes. The contract cost is \$8814 and it will be expensed 50/50 to both admin and program budgets.

MOTION (Law/Valentine)

To accept the Strategy and Finance Report as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

MOTION (Rokach/McNab)

To authorize the Executive Director to enter into an agreement with Microsys in order to implement additional Sage software modules as presented, subject to compliance with appropriate applicable policies.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

- ii) Reserves Policy

Susanne provided an overview of the updated reserves policy. She highlighted the main categories of reserve funds: operational, infrastructure, and strategic planning. Applegrove will re-allocate portion of our reserves into these 3 areas instead of tying it to individual programs. This policy will guide us on how to spend and will be reviewed after 1 year.

MOTION (McNab/Law)

To approve the updated Reserves Policy as distributed.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

iii) Facility Planning

Susanne will meet with CreateTO to provide more information on Applegrove facility needs. Susanne presented a document reviewed by the Strategy and Finance Committee, which provides a current snapshot of our current facilities and challenges, and identifies needs for the future based on previous facility planning exercises and analysis. Susanne will share the document with members, which will also be shared with CreateTO.

8. Officers and Committees

8.1. Select Officers

The Chair, Vice Chair, Treasurer and Secretary have all completed 2-year terms. Terms are for 1 year with a maximum of 2 years in any position and a Director can progress through various offices.

Board selected officers as follows:

Chair: Tim McNab

Vice Chair: Eadit Rokach

Treasurer: Jim Valentine

Secretary: Vai Teng Law

8.2. Select Committee Members

Committee members are as follows:

Strategy and Finance:

Jim (Chair), Eadit, Andre, Hamdi

Membership, Outreach and Inclusion:

Vai Teng Law (Chair), Simone, Jean

Personnel and Policy:

Tim McNab (Chair), Jennifer, Susan

MOTION (Abdo/Munn)

To confirm the Officers, Committee members and Committee chairs as proposed.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

9. COVID Closure Update

Susanne shared that school was closed on April 7 and staff have been working primarily from home. Some staff are going in as needed. After school staff and others who have after school shifts have had their hours reduced are on an Emergency Declared Leave.

10. Program Update

May provided an update on programs.

Seniors - The program is finishing up its exercise series. Nanor is trying to keep programming fresh with educational workshops and fun virtual social activities. Spanish is still popular and Nanor is looking to do something special for Seniors Month in June.

School-aged Children – In-person sessions have been closed as of early April. We are full capacity and parents are starting to ask about registration for September. May provided an update about the COVID cohort closure and informed members that everyone is fine and no new infections resulted from the positive case.

EarlyON - Virtual programming is still happening and outdoor programming is on hold until the stay at home order is lifted and they have TPH approval. Staff are delivering craft kits so families can do interactive programming. Staff are also trying to keep things fresh with new ideas and collaborative programming with other EarlyON agencies.

Summer Camp and Leadership - Registration is under way. Applegrove were approved for 10 Canada Summer Job students which is funding of over \$45,000. We are also hiring a Program Support Worker from Don Summerville for the summer through the Youth Job Connect program at St. Stephen's.

Income Tax - The last day of drop off income tax appointments are tomorrow. 55 returns completed to date for low income families, individuals and seniors. May will continue to do virtual appointments as needed.

11. Neighbourhood Food Hub

Susanne provided an overview of the report and highlighted key areas. The Glen Rhodes lease is almost done.

12. Don Summerville

Susanne shared that the Scholarship program deadline has been extended to mid-May. \$20,000 will be awarded and there are older applicants interested this time. Susanne is also receiving information about the hoarding on the construction site and will find out the approval process for getting up the Don Summerville Heritage art up.

13. Directors' Concerns

None

14. Adjournment

The meeting was adjourned on a motion by Vai Teng Law, seconded by Hamdi Abdo.

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

Chair

Secretary



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FINANCIAL VARIANCE REPORT

For the period ended April 30, 2021 (January 1 to April 30)

REVENUE

Admin - City of Toronto Budget

Total budget revenue for 2021 = **\$568,694**

YTD budget gross revenue = **\$159,217**

YTD actual gross revenue = **\$159,217**

The actual and budget revenues are the same. Applegrove has adjusted its admin budget to match the City pay-plan schedule.

Programs

Total budget revenue for 2021 = **\$842,317**

YTD budget gross revenue = **\$317,452**

YTD actual gross revenue = **\$350,314**, a difference of **\$32,862**

The actual and budget program revenue variance is due to the following:

- Applegrove's Seniors and HOBG programs have a March 31, 2021 year-end; this creates a surplus of revenues for the first three months of our new fiscal totaling **\$26,045**.
- In the month of April, we also received a Second Harvest grant for the Food Hub totaling **\$19,600**.
- We deferred **\$34,000** donations.

All these extra revenues totaling \$79,645 help reduce the afterschool program loss of \$46,865.

EXPENSES

Admin - City of Toronto Budget

Total budget expenses for 2021 = **\$568,694**

YTD budget gross expenses = **\$189,554**

YTD actual gross expenses = **\$184,587**, a difference of **\$4,967**

The actual and budget expenses variances are mainly due to budget calendarization and expenses allocation evenly and not according to the time the expense is paid. We have \$3,313 of audit fee, and \$1,654 is other expenses. It will all even out at the end of the year.

Programs

Total budget expenses for 2021 = **\$885,744**

YTD budget gross expenses = **\$255,756**

YTD actual gross expenses = **\$225,500**, a difference of **\$30,256**

Charitable Number: 10671 8943 RR0001

The actual and budget expenses variance is due to:

- Some savings on salaries because the after-school and program assistant salaries are lower because of the school closure and reduced hours of the program assistant. Consequently, the benefits are also lower, totaling \$50,453.
- Seniors and HOBG materials, supplies, furniture, and equipment expenses are \$22,485 higher due to their March 31, 2021 year-end.

Applegrove Community Complex Summarize Statement of Operations For the year period ending April 30, 2021				
	Admin			
	Actual	Budget	Variance \$	Variance %
EXPENSES				
Salary	107,469	106,643	(826)	-1%
Benefits	28,954	28,729	(225)	-1%
Materials & Supplies	873	1,275	403	32%
Furniture & Equipment	1,567	1,733	167	10%
Purchased Services	45,725	51,173	5,448	11%
HST	0	0	0	0%
Total	<u>184,587</u>	<u>189,554</u>	<u>4,967</u>	<u>3%</u>
INCOME				
Government Funding				
City of Toronto	159,217	159,217	(0)	0%
Province of Ontario	0	0	0	0%
Federal Government	0	0	0	0%
Total Government	<u>159,217</u>	<u>159,217</u>	<u>(0)</u>	<u>0%</u>
Others				
User Fees	0	0	0	0%
Misc.	172	0	(172)	0%
HST Rebate	0	0	0	0%
Total Others	<u>172</u>	<u>0</u>	<u>(172)</u>	<u>0%</u>
TOTAL INCOME	<u>159,389</u>	<u>159,217</u>	<u>(172)</u>	<u>0%</u>

Applegrove Community Complex
Summarize Statement of Operations
For the year period ending April 30, 2021

	Programs			
	Actual	Budget	Variance \$	Variance %
EXPENSES				
Salary	80,449	123,194	42,745	35%
Benefits	22,174	29,882	7,708	26%
Materials & Supplies	100,771	84,696	(16,075)	-19%
Furniture & Equipment	9,328	2,918	(6,410)	-220%
Purchased Services	12,778	15,066	2,288	15%
HST	0	0	0	0%
Total	<u>225,500</u>	<u>255,756</u>	<u>30,256</u>	12%
INCOME				
Government Funding				
City of Toronto	194,579	195,815	1,236	1%
Province of Ontario	31,825	21,868	(9,957)	-46%
Federal Government	32,540	16,452	(16,088)	-98%
Total Government	<u>258,945</u>	<u>234,135</u>	<u>(24,810)</u>	-11%
Non-Government Funding				
Charitable Organizations	2,856	0	(2,856)	0%
Foundations/Corporations	19,600	0	(19,600)	0%
Total Non-Government	<u>22,456</u>	<u>0</u>	<u>(22,456)</u>	0%
Donations/Fundraising				
Charitable Donations-individual	17,467	2,421	(15,047)	-622%
Charitable Donations-Business	18,560	0	(18,560)	0%
Non-charitable Donations-Indiv.	1,125	0	(1,125)	0%
Non-charitable Donations-Bus,	0	0	0	0%
Fundraising	0	670	670	100%
Total Donations/fundraising	<u>37,152</u>	<u>3,091</u>	<u>(34,062)</u>	-1102%
Others				
User Fees	31,475	79,907	48,432	61%
Misc.	285	320	35	11%
HST Rebate	0	0	0	0%
Total Others	<u>31,760</u>	<u>80,227</u>	<u>48,466</u>	60%
TOTAL INCOME	<u>350,314</u>	<u>317,452</u>	<u>(32,862)</u>	-10%
SURPLUS(DEFICIT)	<u>124,814</u>	<u>61,696</u>	<u>(63,117)</u>	-102%

Reserve Funds Update

We will be allocating the internally restricted funds to the newly approved reserve funds in the coming months. The Board has already approved this process. The actual creation and allocation of the funds need to be completed.

APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
April 30, 2021
ASSETS

Alterna - Admin Account	88,028.40	
Alterna - Program Account	224,909.54	
Alterna - Trust Account	124.15	
Alterna - Member Shares	157.56	
Alterna Term Deposits - Program	145,101.88	
Petty Cash Float - Admin	150.00	
Petty Cash Floats - Program	944.34	
Loan Receivable from Program to Admin	51,268.00	
Loan Payable from Program to Admin	(51,268.00)	
Due to Due from Admin/Program	0.00	
Accounts Receivable - Admin	0.00	
Accounts Receivable - Program	239.47	
Long-term Receivable - City of Toronto	224,771.64	
City of Toronto - Receivable	(14,089.51)	
HST Receivable - Admin & Program	5,211.54	
Prepaid Expenses	5,712.59	
		<u>681,261.60</u>

LIABILITIES

Accounts Payable	325.00	
Long-term Benefits Payable	154,432.00	
Unrealized Actuarial Gain	52,232.00	
Income Taxes Payable	6,023.43	
CPP Payable	4,596.16	
EI Payable	1,711.93	
OMERS Payable	7,773.40	
WSIB Payable	396.73	
Union & COTAPSAI Dues Payable	572.38	
EHT Payable	910.14	
Vacations Accrued - Admin	18,107.64	
Vacations Accrued - Program	9,743.03	
City of Toronto - Payable	0.00	
Advance Repayable to City of Toronto	10,871.22	
		<u>267,695.06</u>
Accrued Expenses	25,128.35	
Deferred Income	0.00	
Retained Surplus (Deficit): Program General	(30,703.41)	
Partnership	1,019.23	
Parent/Child Drop-in	4,511.12	
Afterschool	200,293.05	
Teen Program	(2,545.12)	
Seniors Programs	13,526.37	
Foodhub	187.69	
Board/Management	51,907.90	
Summer Programs	44,405.51	
The Applegrove Connection	4,170.74	
HOBG	4,562.90	
Over the Rainbow	(2,503.46)	
Current Program Income	350,314.00	
Current Program Expenses	(225,509.89)	
		<u>124,804.11</u>
Admin:		
Current Admin Funding - City of Toronto	159,217.21	
Federal Wage Subsidy - Admin	0.00	
Interest on Admin Account	171.57	
Current Admin Expenses	(184,587.22)	
Current Admin Surplus/Deficit		<u>(25,198.44)</u>
		<u><u>681,261.60</u></u>

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach and Inclusion Committee - Notes

May 12, 2021 at 5:30 p.m.

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

Staff: Susanne Burkhardt, May Seto (recorder)

Regrets: Janina DeGuzman, Shernel Monlouis

1. Welcome

Members introduced themselves.

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

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

a. Area Demographics

Applegrove has joined the Community Data Program with Vai and Susanne registered as users. Susanne asked for feedback from the members on what kind of data Applegrove might need to inform the centre's planning. Members suggested:

- housing and the different types
- general age demographics
- language
- religious/cultural info
- distance to fresh food
- identify larger populations with issues such as disability
- shelters, etc.

Other data that would be good to look at is who is using the Food Hub, broad social/recreational program trends, and an understanding of which other agencies, schools, and community groups operate in the neighbourhood.

b. Subsidy Model Review

Susanne reviewed the work done to date. We wanted to look at subsidy to be more inclusive, improve promotion and be more transparent. The proposal is a sliding scale model which can be tailored to individual family needs. We looked at other models, including the City, and many are based on the StatsCan Low Income Cut Off (LICO). We felt that anchoring our approach with the LICO makes sense as it accounts for household size, propose a discount for families with multiple children and have expanded eligibility to above the LICO threshold in order to extend our support to families who are working but still financially vulnerable. Our approach should be on our website and be transparent however there can be some exceptions

made on a case by case basis as appropriate (e.g. someone who lost their job recently). Subsidy tiers are limited to 5 or 6 for easy administration.

May showed committee members the revised subsidy grid and explained the different categories and subsidized fees. She also shared that we applied this new grid to 2019 subsidy requests and that the subsidies calculated were a similar amount i.e. our level of support and investment is comparable. If the members are comfortable with the approach, staff will finalize the proposal and bring it to the next committee meeting and then to the Board for approval.

c. Consultant

This item was deferred from the last meeting. Susanne asked committee members how they felt Applegrove should proceed with respect to bringing in a consultant to help Applegrove go through an equity/anti-oppression/anti-Black racism self-assessment process. Some questions to consider are: does Applegrove look for a consultant to do this as its own piece of work, or should it tie it in to the strategic planning process?

Simone shared that her workplace brought in a consultant to engage staff in discussion and suggested that it was a good idea. A consultant could get the conversation going and help manage sensitive issues. The consultant at her workplace was monumentalprojects.ca. Susanne will also reach out to TNC as they are currently doing a lot of work in this area. Susanne will generate a list of potential consultants and bring it to the next committee meeting for further discussion. Members suggested that training could also be done with another AOCC.

4. Fundraising

Susanne shared that she is working with a volunteer to establish a fundraising program tied to program registration to help raise funds for subsidy. The committee asked whether we have information on the impacts of subsidies on families, and it was suggested that a question on awareness about and benefits of subsidy could be added to the after school program and summer camp evaluation surveys.

5. Communications

Susanne has a meeting with Peter, the website consultant to get work on the new site going again. We are currently having problems updating our website because our volunteer has not been available. Susanne will work with Peter to update content. The new website will use Word Press and staff can be trained on this fairly easily.

6. Annual Committee Work plan – nothing new to add, can review next meeting

7. Other Business

Susanne gave members an update about the facility meeting she had with CreateTO and Councillor Fletcher. They provided her with details of some opportunities in the neighbourhood. Susanne shared that this will go to the Strategy and Finance Committee who will look at the details more closely and then a discussion will happen at a future board meeting.

Next Meeting – June 9 at 5:30 pm

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance Committee - Notes

May 17, 2021 at 6:30 p.m.

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

1. Welcome

2. Notes from April 19 Meeting

No revisions 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 the Healthy Communities funding for the Food Hub. There is a second submission round and Susanne will revise and re-submit the application. May shared that CVITP funding is new this year and covers income tax clinic expenses.

b. Neighbourhood Food Hub

Susanne provided an update. The Memorandum of Understanding to accompany the lease has been approved by East End United and the Councillor, so the lease can now be executed. Our presence at the facility will start to grow, with signage and visual identity happening soon. Susanne is on the EEU Property Committee and there is an upcoming meeting to discuss this.

Susanne shared that the Food Hub, using fundraising dollars, will keep Nanor on until August to continue to work with the seniors and emergency food program. Core funding for Applegrove through the CSP grant provides 4 hours/week for the bookkeeper. The remaining funds, together with additional centre funds, will be used to hire a 5 month contract Projects Coordinator to provide more support for the Food Hub and Applegrove at a mid-management level, through grant-writing, policy/procedure development, volunteer management system development and other projects. The posting is up now and Susanne hopes Applegrove can find funding to keep this position longer term.

c. Don Summerville

Susanne provided an update and informed members that there will be some employment coming up for the tenants. The company is hiring 10 tenants to help with salvaging. There will be an upcoming tenant meeting to discuss the hoarding and what art will go up. Susanne also shared that the scholarship deadline was extended

to June 4. Don Summerville also applied for Canada Summer Jobs students and Applegrove will provide support to these positions.

4. Finance

a. Financial Report

Monica provided an update and informed members that she submitted Applegrove's variance report to the City. Monica explained that there were some variances in program due to timing of payments, revenue deferred from last year and some funders having a different fiscal year end. The admin budget is on target. Overall, we showing a surplus at this time, however will not recover funds from the after school program.

b. Sage Reporting Update

Monica has met with the SAGE consultant and has started on work that is required to update our financial system.

c. Reserves Policy Update

Once the SAGE is up and running, Monica will begin to create reserve funds and allocate to the categories discussed with the board.

d. Collective Agreement Financial Impact

Susanne shared the financial implications of wage increases from 2020. We will need to provide retroactive payments from January 1, 2020 to May 7, 2021 to staff paid through both the Admin and Program budgets. The admin costs will be covered by the City, but Applegrove is responsible for the program costs for 2020 which were not budgeted which will affect our finances. For increases in 2021, we had already budgeted COLA increases, so there should be no impacts.

5. Organizational Planning

a. Organizational Business Model

Applegrove typically relies on after school surplus funds to support other programs. Revenue loss during COVID has shown that this model is vulnerable. Susanne reviewed 2018-2020 revenue levels, which show a slow growth trend (2020 growth largely due to the Food Hub). Applegrove also has a high proportion of government funding, which is stable but does not provide much flexibility. To improve future financial resilience, Applegrove could look at program and membership revenue, as well as fundraising and donations. Susanne is working with a volunteer to create a fundraising campaign through program registration.

b. Strategic Planning

Susanne shared that Applegrove has joined the Community Data Program, with Susanne and Vai as registered users. To prepare for strategic planning Susanne will initiate an organizational review in June. Ralph Thornton is drafting a RFP for a consultant and Susanne is waiting for an update. Susanne suggested a preliminary

schedule: September (Launch), October (Consultation), November (Board Strategic Planning), December (finished plan). The group discussed that due to the rapid pace of change these days, perhaps plan could be short-term with the ability to revise and be more flexible.

c. Facility Planning

Susanne provided an update on facility planning and shared the CreateTO presentation. The proposed site has 7800 sq feet of available space that is double height and could accommodate a mezzanine level. Important issues to consider are green space, parking for deliveries, stroller parking, pick up/drop-off area. Susanne also shared that other sites will be explored. The CreateTO site is going to market in the fall so a decision needs to be made by then. The committee recommended that a facilities working group be established, and that next steps include a site visit, discussion with staff, finding more information on other locations for a comparative look, and a SWOT analysis.

6. Annual Committee Work Plan

Susanne will update as necessary.

7. Other Business

None

Next Meeting – June 14 at 6:30 pm

NEIGHBOURHOOD FOOD HUB (NFH) UPDATE

Programming

- The Thursday Good Food Market is going strong. This market is priced to cover costs to make produce as affordable as possible. It is now consistently breaking even or making a small profit.
- A new weekly Tuesday Farmers Market will launch on June 22. Revenue generated by the NFH and surplus produce will support NFH programming.
- The Food Box delivery program will resume June 11 and run until the end of August, serving households at high risk for food insecurity. The NFH continues to support the packing and delivery of hampers for the Glen Rhodes Food Bank.
- On May 21 the NFH did outreach at the Leslieville Farmers Market, which went very well. Larger displays and engagements are planned for future markets, along with fundraising.

Facility

- The MoU between East End United Regional Ministry (EEU) and the City has been completed, and the lease is now in the process of being executed at the City. The MoU complements the lease agreement and describes the full scope of the agreement between the City and EEU.
- Renovation of the Kitchen and the new Narthex room are nearing completion and looking great.
- Susanne and Daniel sit on the EEU Property Committee which meets monthly, and has a focus on operational issues.

Partnership

- In partnership with Eastview, the NFH is part of a City-United Way East York/Don Valley Cluster Table project to build capacity of grassroots groups that can help meet food needs of underserved seniors housing buildings. The project includes a mapping exercise to identify local food assets and resources.
- The first NFH Partners Table meeting of 2021 is scheduled for May 27.
- Susanne and Daniel have been meeting with the new leadership of the Glen Rhodes Food Bank in order to establish a positive working relationship, facilitate share space use onsite, and to create a process for identifying a shared vision and goals for our work together.

Revenue Generation

- We were unsuccessful in our application to the Health Communities Grant, and are revising the application for re-submission by the end of May. This application seeks funding for micro-markets to improve food access and animate underserved areas in the neighbourhood.
- Together with Toronto musician and composer [Anthony William Wallace](#), the NFH is preparing a submission to the Musical Moments grant program. The proposed project will see Anthony facilitating a song-writing circle and COVID-safe public performance involving local musicians from one of the communities the Neighbourhood Food Hub has been serving, celebrating their unique stories and culture through music.

APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

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

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Management Meeting

May 31, 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/86039572232?pwd=QmFQdmpzcVdvdFRSS3BNWWtsbGJIQT09>

Meeting ID: 860 3957 2232

To join by phone

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

Meeting ID: 860 3957 2232

AGENDA

8:30

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

8:35

- D. Personnel Committee (*May 17 notes attached*)
 - D.1. Wrong Doing and Reprisal Protection Policy (*sent separately*): for approval
 - D.2. Board Orientation (*attached*)

8:50

- E. Executive Director's Report

8:55

- F. Next Board meeting - date
- G. Correspondence and Information Received

9:00

- H. Adjournment

Next Meetings and Events

June 28	Board Meeting 7 p.m.
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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"TOGETHER, BUILDING OUR COMMUNITY"



An Agency of the City of Toronto

Minutes of the Board of Management Meeting April 26, 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 (Chair), Tim McNab, Sue Munn, Andre Riolo, Eadit Rokach, Trustee Jennifer Story, Jim Valentine
Regrets: Councillor Paula Fletcher,
Staff: Susanne Burkhardt, May Seto (recorder)

A. Call to Order/Adoption of Agenda

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

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the February 22 Board of Management Meeting

MOTION (McNab/Rokach)

To accept the minutes of February 22 Board of Management Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Riolo – yes

Rokach – yes

Story – yes

D. Personnel and Policy Committee

Jean provided an overview of the committee notes. The focus of the meeting was on policies, performance evaluation and Board development and training. The City is modernizing the performance management system and it is not available yet so Susanne is using the old system to set performance goals. Merit for 2020 was discontinued due to the pandemic. Susanne shared that there will be training for new board members. The orientation will be 2 sessions in the evening for 2 hours in June and November. The **Governance Liaison office** will conduct this training

D.1. Staff Code of Conduct Policy

Susanne provided highlights of key areas. This policy is useful for staff who are not in every day and encompasses all information staff should know. At our last staff meeting, staff provided feedback and this version includes their suggestions as well as comments from the Personnel and Policy committee members.

D.2. Collective Agreement Update

Susanne shared that the AOCCs have a new Collective Agreement ratified by the union and City. There will be some financial wage impacts retroactive to January 2020. Jenef is calculating the retroactive costs and Applegrove will pay those out once Labour Relations notifies us with a date. Some changes include 2 emergency personal days for staff under 18 hours, changes to Greenshield benefits, maternity and parental leave changes, and increased COLA which will have some financial impacts. The City will be running a training session on the Collective Agreement for management staff to attend.

MOTION (Riolo/Munn)

To accept the Personnel and Policy Report.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson – yes

MOTION (Rokach/Abdo)

To approve the updated Staff Code of Conduct Policy as distributed.

Carried

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

E. Executive Director's Report

Susanne provided a verbal report and shared that the union and the City agreed that the previous Emergency Framework is still in effect. The staff are not laid off but on a declared emergency leave. This allows staff to continue to accrue hours for seniority

and Applegrove will pay their share of benefits during the closure. There are 8 part-time staff on DEL and 3 staff who have had their hours reduced. We worked with each staff individually to reduce net impact.

Susanne also informed Members that Applegrove is a signatory of an Anti-Asian Racism campaign which started at Scadding Court Community Centre. In addition, Scadding Court is taking a lead on creating a website for the AOCCs to create more exposure and build our group identity. This will be useful for joint partnerships when applying for funding and will include joint statistics and photos on AOCCs. Susanne has also picked up work on Applegrove's website. No complaints to report this month.

F. Correspondence and Information Received

Susanne flagged that a former Board member shared that there will be a contra flow bike lane on Woodfield. The impact will be increase volume of traffic. Jim informed members that there will be traffic lights installed at both Queen and Woodfield and Eastern and Woodfield.

G. Adjournment

The meeting was adjourned on a motion by Jennifer Story, seconded by Vai Teng Law.

Recorded Vote:

Law – yes

Valentine – yes

Abdo – yes

McNab – yes

Riolo – yes

Rokach – yes

Lim – yes

Munn – yes

Hodgson - yes

Chair

Secretary

Next Meetings:

May 31 – Board Meeting at 7 pm



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"TOGETHER, BUILDING OUR COMMUNITY"

Personnel & Policy Committee Meeting Notes

May 17, 2021 - 5:00 pm

Present: Susan Munn

Staff: Susanne (recorder)

1. Notes from April 22 Meeting

No follow-up is required.

2. Updates

a. Staffing

Susanne reported that After School staff remain on Declared Emergency leave, the Program Assistant is working reduced hours, and the Child and Youth Worker will remain on leave until schools re-open or camp starts. A Program Support Worker hired through the Youth Job Connect Program will start with the Food Hub next week. Hours have been expanded for the Seniors Worker to continue to support food delivery at the Food Hub until August. Susan has posted for a 5 month contract Projects Coordinator to help advance key organizational projects, including the Food Hub.

b. Collective Agreement

Susanne reported on the financial impacts of the wage increases negotiated through the agreement, which are retroactive to January 2020. For Admin staff the increases will be covered by the City. For Program staff Applegrove will have to pay them.

3. Overtime and Workload

Susanne and May continue to manage their time to ensure that they do not accumulate excessive lieu or vacation time. The limited Finance Manager hours remain a challenge. Monica is working extra hours on the Sage reporting project using earned available funds. A business case for additional hours will be considered with the 2022 City budget submission.

4. Policy

a. *Wrong Doing and Reprisal Protection Policy*

No additional comments were provided on this policy, which previously existed as a draft and reflects City policy. It will go to the board for approval at its next meeting.

b. *Board Succession Policy*

Susanne provided an overview of the policy and the changes made to reflect the committee's feedback, which was to add information about officer positions and emphasize the cycle of recruitment, training, doing the work and board self-assessment. It was noted that the appendices need to be correctly labelled. The

policy will be re-circulated to the committee for final feedback and review at the next committee meeting.

c. Policy Development Procedure

This is not yet complete and will be reviewed at the committee's next meeting.

5. Board

a. Board Manual

The draft Board Manual was reviewed. Susanne will test options to ensure that embedded PDF documents can be opened. Additional recommendations were to add context for the strategic plan, remove dated governance reports, and to add an overview of Applegrove's COVID-19 policy framework for this year's manual.

b. Board Orientation

Susanne reviewed the Board orientation plan, which includes the Board manual, an orientation to Applegrove, workshops on the City Board of Management and Non-Profit Governance 101, and an optional reading list.

c. Board Self-Assessment

This is not yet complete and will be reviewed at the committee's next meeting.

d. Board Exit Questionnaires

Jean has sent the questionnaires to the 3 members who left the board. Results will be reviewed by this committee.

6. Performance Evaluation

a. 2021 Performance Management Program

Susanne reported that the new program has not launched, and that at its next meeting, the committee will conduct an informal mid-year evaluation based on Susanne's 2021 goals as previously provided to the committee.

7. Review of Annual Work Plan - deferred

Next Meeting – June 14

May 11, 2021

2021 APPLEGROVE BOARD ORIENTATION PROCESS

ALL Board Members are expected to:

- ☐ Receive and review the 2021 Board Manual (sent June 1)
- ☐ Attend 2 hr City Orientation Session: AOCC Boards of Management (June 28 or Nov 22)
- ☐ Review optional Board Reading List (sent by June 30)

NEW Board Members are also expected to:

- ☐ Attend 1 hr Intro to Applegrove session presented by Susanne (date TBD)
- ☐ Attend Ontario Council of Agencies Serving Immigrants (OCASI) Governance 101 webinar on May 19
 - or
 - Watch OCASI Governance 101 [recorded webinar](#)
 - or
 - Read OCASI Governance 101 [webinar slide deck](#) (1.5-2 hrs)

Applegrove Community Complex
Correspondence / Information Received
 May 25, 2021

From (Date Received)	Regarding	Action(s)
City Clerk's Office (April 27)	Appointment of new Applegrove Board members by Toronto and East York Community Council on April 21 – see http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2021.TE24.71	Susanne provided updated member information for City public appointments website
City Clerk (May 9, 2021)	Community Consultation Meeting re. 954-958 Broadview Avenue and 72 Chester Hill Road on May 18 from 7-9pm. Visit Development Applications (toronto.ca) for more information.	R&F

**R&F = Receive and File*