

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

October 25, 2021

This virtual meeting is open to the public. Members of the public who wish to are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by Zoom: <https://us02web.zoom.us/j/82524774146?pwd=TTZUN211eTcrQUFVK0tzQjZ3bXdOQT09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 825 2477 4146

AGENDA

7:00

1. Call to Order/Adoption of Agenda
2. Traditional Land Acknowledgement and TRC Recommendation (*attached*)
3. Welcome and Introductions
4. Declaration of Conflicts of Interest
5. Minutes of September 20 Board of Directors Meeting (*attached*): to be accepted

7:10

6. Finance
 - 6.1. Year-to-date Financial Report (*attached*): for information
 - 6.2. 2022 Draft Program Budget Update (*briefing note sent separately*): for discussion

7:25

7. Standing Committees
 - 7.1. Membership, Outreach & Inclusion Committee Report (*draft Oct 20 notes attached*)
 - 7.2. Strategic Initiatives Committee Report (*draft Oct 18 notes attached*)

7:40

8. Ontario Non-For-Profit Corporations Act (ONCA): for discussion

7:45

9. Program Update (*attached*)
10. Neighbourhood Food Hub Update (*attached*)
11. Don Summerville Update

8:00

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

12. Facility Relocation

Motion needed to return to the public meeting.

8:25

13. Directors' Concerns

8:30

14. Adjournment

CALL TO ACTION #15 - Language and Culture

Truth and Reconciliation Commission (TRC)

We call upon the federal government to appoint, in consultation with Aboriginal groups, an Aboriginal Languages Commissioner. The commissioner should help promote Aboriginal languages and report on the adequacy of federal funding on Aboriginal-languages initiatives.

What's happened?

In June 2021, the Canadian Heritage minister announced the appointment of Ronald E. Ignace as the first Commissioner of Indigenous Languages.

Robert Watt, Georgina Liberty and Joan Greyeyes were also appointed as directors.

In June 2019, an Indigenous Languages Act was passed by Parliament, to set 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, would be chosen by the federal cabinet and appointed to a five-year term.

Virtual consultations on implementation of the act, including topics like the appointment of a commissioner and developing a funding model, were held in the fall of 2020.

The development of the legislation was announced in June 2017 and the federal government launched a nationwide engagement process, seeking input from Indigenous leaders, language teachers and Elders, about how to draft the act.

Source: "Beyond 94: Truth and Reconciliation in Canada (CBC)"

<https://newsinteractives.cbc.ca/longform-single/beyond-94?&cta=15>



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"TOGETHER, BUILDING OUR COMMUNITY"

Minutes of the Board of Directors Meeting September 20, 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, Trustee Jennifer Story

Regrets: Councillor Paula Fletcher, 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 #14 – Language and Culture. Susanne will research languages that were/are spoken in this area and share at the next board meeting. Susan shared that an Indigenous group in New Brunswick has organized crowd funding to preserve their language which suggests that there may not be enough funds given by the government for this.

3. Welcome and Introductions

4. Declaration of Conflicts of Interest

None were declared.

5. Minutes of July 12 Board of Directors Meeting

MOTION (Lim-O'Brien/Munn)

To accept the minutes of July 12, 2021 Board Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach - yes

6. Finance

6.1. Year-to-date Financial Report

Monica provided an overview of the variance report and balance sheet. She shared that the bank accounts are in a healthy position, Applegrove received our HST cheque and is set for online Electronic funds Transfer (EFT). There is a small variance in admin revenue due to calendarization. Program revenue variance of \$107,000 is mainly due to lower revenues in the afterschool program. Admin expenses show a variance of \$9,465 due to calendarization and permit fees not used due to COVID. The program expense variance is \$87,818 and is mainly due to lower expenses in the afterschool program.

6.2. Revised Program Budget Update

May presented the briefing note and budget highlights. The approved 2021 budget projected a deficit of \$43,427 but after revising program budgets using actuals to end of August Applegrove is in a better position with a projected \$8,322 surplus. This is primarily due to lower income and expenses in the afterschool program due to COVID closures and a surplus for summer camp due to additional staff funding secured through the Canada Summer Jobs grant. May noted that individual program budgets were provided by program in the briefing note and members could contact her with questions.

6.3. Admin Budget Submission

Susanne referenced the briefing note that was circulated by email on August 26. There is a 3% increase over last year's budget.

MOTION (Valentine/Abdo)

To ratify the following motion, which was circulated on August 25 and approved by email between August 25-27.

To direct staff to submit the 2022 administration budget submission as circulated. (Rokach/McNab)

Recorded Vote (August 26):

Valentine – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Riolo - yes

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

7. Facility Relocation

MOTION (Lim-O'Brien/Law)

To discuss the next item in camera (without guests or staff other than the relevant staff), as it deals with real estate and confidential information.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

Susanne presented a slide deck and overview of the facility update. The following information was covered:

- a. Facility Vision
- b. Timelines
- c. Service Planning
- d. Identification of Options – two locations
 - i. Vision
 - ii. Requirements
 - iii. Benefits
 - iv. Considerations
- e. Assessment Criteria
 - i. Community impacts
 - ii. Organizational impacts
 - iii. Financial impacts
- f. Key Findings
- g. Guiding Principles
 - i. Positive impact for community
 - ii. Financial feasibility
 - iii. Long-term sustainability
 - iv. Clear governance structure
- h. Space Analysis for both options including Applegrove's current space
- i. Staffing
- j. Financials – admin and program
- k. Concerns
- l. Next steps/timelines

Members discussed and asked questions about the presented information and pros and cons of both options. Members shared which option they felt was best for Applegrove and the community. Susanne will share the board feedback with the City.

MOTION (Law/Abdo)

To return to the public meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

8. Standing Committees

8.1. Membership, Outreach and Inclusion Committee Report

Susanne shared that a request for proposal was issued for a consultant to do a Diversity, Equity and Inclusion assessment at and with Applegrove.

MOTION (Munn/Law)

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

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

8.2. Strategy and Finance Committee Report

Susanne shared that the Strategy and Finance Committee agreed to postpone the Strategic Planning into the new year. The rationale is to be able to include the facility relocation and Diversity, Equity and Inclusion assessment outcomes.

MOTION (Lim-O'Brien/Abdo)

To accept the Strategy and Finance Report as circulated.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

9. Program Update

May shared that everything is going well and the details were submitted in a written report. Due to time constraints, any members with questions about any of the programs should contact May.

10. Neighbourhood Food Hub

Due to the change in dates for the September board meeting, the Food Hub staff just forwarded the update to Susanne which will be sent to members at the end of the meeting. Highlights include that staff are getting the facility up and running, sorting out the provincial vaccination information, and transitioning out of the emergency food program.

11. Don Summerville

Susanne shared that there is a Tenant Advisory meeting tomorrow night and there will be a demolition ceremony in the near future. Also, scholarship recipients are being recognized.

12. Directors' Concerns

None

13. Adjournment

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

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

Chair

Secretary

NOTICE OF MOTION

City of Toronto Mandatory Vaccination Policy

Moved by: **Eadit Rokach**

Seconded by: **Susan Munn**

SUMMARY:

In committing to providing a safe working environment for all staff, the City has implemented a mandatory vaccination policy, requiring all City employees, volunteers and students to disclose and provide proof of their vaccination status. Individuals who have not been vaccinated or who do not disclose their vaccination status after an initial period will be required to attend mandatory education on the benefits of vaccination. Unvaccinated individuals will then need to provide proof of first dose no later than September 30, 2021.

As of October 30, 2021, it will be mandatory for all employees, volunteers and students to have received their first and second doses of a COVID-19 vaccine. The City will comply with its human rights obligations and accommodate those who are legally entitled to accommodation.

The City's Mandatory Vaccination Policy applies to the employees, volunteers and students for each AOCC. Staff at each AOCC will take the steps necessary to operationalize the policy for each AOCC Board, working with City staff to ensure the policy is adhered to.

The City's Mandatory Vaccination Policy is attached to this motion as Attachment 1.

RECOMMENDATIONS:

The Board of Management Applegrove Community Complex receives the City's Mandatory Vaccination Policy for information and acknowledges its application as described above to its employees, volunteers and students.

Date: September 20, 2020

Attachment: City of Toronto Mandatory Vaccination Policy

COVID-19 Vaccination Policy

Category: COVID-19 Emergency Management

Policy Statement

The health and safety of City employees is a priority. The City of Toronto is committed to taking every precaution reasonable in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19. Vaccination is a key element in the protection of City employees against the hazard of COVID-19. This Policy is designed to maximize COVID-19 vaccination rates among City employees as one of the critical control measures for the hazard of COVID-19. To this end City employees, students and volunteers are required to be vaccinated against COVID-19.

Background and Current Situation

Full vaccination has been shown to be effective in reducing COVID-19 virus transmission and protecting vaccinated individuals from severe consequences of COVID-19 and COVID-19 variants including the Delta variant currently circulating in Ontario.

Given the continuing spread of COVID-19, including the Delta variant, within Ontario, the compelling data demonstrating a higher incidence of COVID-19 among the unvaccinated population and the increasing levels of contact between individuals as businesses, services, and activities have reopened, it is important for City employees to be fully vaccinated in order to protect themselves against serious illness from COVID-19 as well as to provide indirect protection to others, including colleagues.

Application

This policy applies to all City of Toronto employees, volunteers and students. For the purpose of this policy only, reference to "employees" shall also be read to include volunteers and students.

Employees in certain divisions may have obligations in addition to this policy under division-specific policies regarding COVID-19 vaccination or under regulations, legislation or guidelines applicable to them.

New City of Toronto employees are required to be fully vaccinated against COVID-19 as a condition of being hired by the City of Toronto.

Support for Vaccinations

The City's [Vaccination at Work policy](#) supports employees in obtaining their COVID-19 vaccination. If operationally feasible and with the permission of their immediate supervisor, City employees can be released on work time to be vaccinated while on-duty, either in the work location or at a designated vaccination site, without loss of compensation or the requirement to use credits, to a maximum of one day (one shift).

Continued Compliance with all Health and Safety Precautions

Unless a legislated or regulatory exemption applies, all City of Toronto employees are expected and required to continue to comply with applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in City business.

Employees who remain unvaccinated due to a substantiated *Human Rights Code* related accommodation request under the City's [Accommodation Policy, procedures and guidelines](#), may be required to take additional infection and prevention control measures, including providing proof of a negative COVID-19 test, as well as self-isolate if exposed to COVID-19.

Responsibilities

All levels of management are responsible for the administration of this Policy.

Managers are expected to:

- lead by example, and;
- ensure employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Employees are expected to:

- follow all health and safety policies and protocols, and;
- complete any required education or training about COVID-19, including regarding vaccinations and safety protocols.

Vaccination Requirement

All City of Toronto employees are required to be fully vaccinated with a COVID-19 vaccine series by October 30, 2021. For a two dose vaccine series, employees must receive one dose of COVID-19 vaccine by September 30, 2021 and two doses of COVID-19 vaccine by October 30, 2021. For a single dose vaccine series (e.g. Johnson and Johnson), employees must receive the dose by September 30, 2021.

Proof of Vaccination

The City of Toronto requires proof of vaccination from all employees. Proof means documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization.

Employees must disclose their vaccination status to the City in accordance with the established process by no later than September 13, 2021.

Employees who, by September 13, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend mandatory education on the benefits of vaccination, in addition to the obligations identified under "**Vaccination Requirement**" above.

Employees will be required to update their vaccination status in accordance with the established process and by the dates set out in this policy, as they obtain each dose of COVID-19 vaccine.

The City will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy legislation. This information will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where employees are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to work (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption).

Accommodations in accordance with the Human Rights Code

Employees who are not able to obtain a COVID-19 vaccine for a reason related to a protected ground set out in the City's [Human Rights and Anti-Harassment Discrimination Policy](#) (HRAP), can request accommodation, using the [City's Accommodation Request Form](#) and cooperating in the accommodation process as set out in the [City's Accommodation Policy and Procedure](#).

All accommodation requests require written proof of the need for accommodation to be submitted along with the Accommodation Request Form (e.g. in the case of a request for a medical accommodation, medical documentation from a physician or nurse practitioner, including whether a medical reason is permanent or time-limited).

Ongoing Monitoring and Assessment of COVID-19 Workplace Safety Measures

The City will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving public health information and context, to ensure that it continues to optimally protect the health and safety of employees in the workplace and the public that they serve. To that end, and in consultation with Toronto Public Health and occupational health and safety experts, the City will continue to assess other available workplace risk mitigation measures, including, for example, requiring proof of a negative COVID-19 test, etc. If it is determined that additional precautions are necessary, the City may decide to deploy new measures (including at an individual level) to protect employees and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted employees.

Consequences of Non-Compliance with Policy

Employees who do not comply with this policy may be subject to discipline, up to and including dismissal.

Related policies/requirements:

[Vaccination at Work](#)

[Daily Employee Screening](#)

[Masks/Face Coverings in/at City Workplaces](#)

[Human Rights and Anti-Harassment/Discrimination Policy](#)

[Accommodation Policy and Procedures](#)

Effective Date: September 7, 2021



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FINANCIAL VARIANCE REPORT

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

REVENUE

Admin - City of Toronto Budget

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

YTD budget gross revenue = **\$415,142**

YTD actual gross revenue = **\$416,171**

We have a slight difference of \$1,382 due to the interest earned on the Administration bank account and an increase \$1,030 funding the months of August and September.

Programs

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

YTD budget gross revenue = **\$597,940**

YTD actual gross revenue = **\$483,132**, a difference of **(\$114,808)**

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

Our After-School Program has a negative variance of (\$51,240); other programs that did not run totaling a variance of (\$23,558), Summer Camp has a negative variance of (\$28,957) for a combined negative variance of (\$107,195). This negative variance is reduced by an increase in Food Hub and other revenues totaling \$167,402 (some deferred revenue). We received \$41,000 in September that is currently deferred until we allocate it to the assign program.

Highlights of revenues:

- Second Harvest Food Support \$19,600
- Revitalization \$21,120
- In total, we deferred \$106,276 last year; this has helped with mitigating the other programs loses

EXPENSES

Admin - City of Toronto Budget

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

YTD budget gross expense = **\$419,399**

YTD actual gross expense = **\$411,578**, a difference of **\$7,820**

The actual and budget Admin expenses variance is due to \$4,833 Permit fees not paid because programs were not run. Timing is the reason for the other variances.

Programs

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

YTD budget gross expense = **\$573,752**

YTD actual gross expense = **\$493,913** a difference of **\$79,839**

Charitable Number: 10671 8943 RR0001

The actual and budget expenses variance is due to:

The \$54,493 savings on salaries and benefits; we did pay some employees' benefits as par of the Union agreement. Our materials and supplies are \$18,958 below budget.

Purchase services and furniture and equipment net out to a below budget expenditure of \$6,442; we expect to use the funds in the coming months.

Applegrove Community Complex
Year to date Income Statement
as at September 30, 2021

	Admin			
	Actual	Budget	Variance	\$Variance %
EXPENSES				
Salary	246,960	239,948	(7,013)	-3%
Benefits	64,353	64,640	287	0%
Materials & Supplies	930	1,027	97	10%
Furniture & Equipment	6,788	3,900	(2,888)	-43%
Purchased Services	99,716	109,885	10,169	10%
Total	418,747	419,399	652	0.16%
INCOME				
Government Funding				
City of Toronto	416,171	415,142	(1,029)	-0.25%
Province of Ontario	0	0		
Federal Government	0	0		
Total Government	416,171	415,142	(1,029)	-0.25%
Others				
Misc.	354	0	(354)	
Total Others	354	0		
TOTAL INCOME	416,524	415,142	(1,382)	(0)
SURPLUS(DEFICIT)	(2,223)	(4,257)		

Applegrove Community Complex
Year to date Income Statement
Programs Statement of Operations for the period ending September 30, 2021
Programs

	Actual	Budget	Variance \$	Variance %
EXPENSES				
Salary	276,497	321,552	45,055	14%
Benefits	61,650	71,034	9,384	13%
Materials & Supplies	126,933	145,891	18,958	13%
Furniture & Equipment	10,909	2,918	(7,991)	-274%
Purchased Services	17,924	32,357	14,433	45%
Total	493,913	573,752	79,839	14%
INCOME				
Government Funding				
City of Toronto	215,416	307,465	92,049	30%
Province of Ontario	34,984	31,343	(3,641)	-12%
Federal Government	34,083	58,159	24,076	41%
Total Government	284,483	396,967	112,484	28%
Non-Government Funding				
Charitable Organizations	3,819	0	(3,819)	
Foundations/Corporations	31,029	6,000	(25,029)	-417%
Total Non-Government	34,847	6,000	(28,847)	-481%
Donations/Fundraising				
Charitable Donations-individual	24,518	5,439	(19,079)	-351%
Charitable Donations-Business	29,120	0	(29,120)	
Non-charitable Donations-Indiv.	1,125	0	(1,125)	
Non-charitable Donations-Bus,	0	0	0	
Fundraising	10,129	2,145	(7,984)	-372%
Total Donations/fundraising	64,892	7,584	(57,308)	-756%
Others				
User Fees	98,345	186,639	88,294	47%
Misc.	564	750	186	25%
HST Rebate	0	0	0	
Total Others	98,909	187,389	88,480	47%
TOTAL INCOME	483,132	597,940	114,808	19%
SURPLUS(DEFICIT)	(10,781)	24,188	34,969	145%

APPLEGROVE COMMUNITY COMPLEX

Membership, Outreach & Inclusion Committee

October 20, 2021 at 6:00 p.m.

Draft Notes

Present: Simone Hodgson, Vai Teng Law, Jean Lim-O'Brien, Moneca Yardley

Staff: Susanne Burkhardt (recorder), Janina De Guzman

Regrets: Pierre Bois

1. September Meeting Notes Follow Up

- The notes look fine. Members to send any comments to Susanne.

2. Activities & Events

a. Holiday Event

Applegrove will host a virtual holiday event on Dec 9 from 7-8:30. The format and activities will be very similar to last year, with Indigenous storytelling and drumming in place of Santa Claus. Vai suggested that staff check out Kumospace, a free platform that has more, and more fun features to host events/gatherings online.

b. Staff-Board Holiday Event

Susanne put forward the idea of an in-person holiday event. The event would take place in the week after the virtual holiday event at Glen Rhodes, which has plenty of space. Most staff say they would be comfortable to attend. Committee members felt this was a good idea and suggested that food be catered by a Food hub partner e.g. Newcomer Kitchen. Next steps are to confirm with the board and book the space.

3. Diversity, Equity and Inclusion

a. Diversity, Equity and Inclusion Assessment

After evaluation of applications received in response to the RFP by the Applegrove and Ralph Thornton EDs, a Ralph Thornton board member and Moneca, the successful proponent was [Lunaria Solutions](#). Susanne is drafting a contract and confirmed that while the RFP process was done with Ralph Thornton each agency will have their own contract and receive their own assessment report.

b. Truth and Reconciliation

Susanne reported that on National Truth and Reconciliation Day staff met for an hour of reflection and learning. A staff committee continues to look at bringing Indigenous content and perspectives to programs. Susanne and Louise attended a great workshop on land acknowledgements and a next step is to look at how we can develop one that is meaningful for the agency. The committee discussed identifying and building relationships with Indigenous groups in catchment. Susanne reported that this has started and that care is being taken to ensure that it is done appropriately and thoughtfully.

c. Subsidy Document

Janina shared the draft document on Applegrove subsidies that will be posted on the website and shared with families. The committee made suggestions to improve clarity for community members.

4. Updates

a. Outreach

Susanne is working to develop a contact list and relationships with TCHC staff so that Applegrove can do regular outreach to the TCHC communities in its catchment. Each program has been asked to compile and share their outreach list so we can get a sense of who we are/are not reaching out to and also develop an agency list.

b. Website

The committee was shown the new website. The intention is to finish populating key content this week. Once it is substantially complete, a “soft launch” will be done to switch away from the old site, which is out of date and can no longer be updated. Susanne stated that at least two staff will be trained on Wordpress so that we have control and can update it at all times. The committee agreed with this approach.

c. Online Registration

A Privacy Impact Assessment application with information and supporting documents on how the new system will meet privacy requirements was submitted to the City’s Corporate Information and Security Office. They will review it, identify issues and support us as in mitigating concerns as best possible. Applegrove needs up to date its privacy policies. Once that is done we can install the system. The hope is to have online registration in place for January.

5. Organizational Planning

a. Strategic Planning

i. Data

Vai reported that she continues to work on the mapping. Susanne reported that Simone is also working with Eva to pull together information on new and proposed developments in our catchment. The committee discussed that there are upcoming changes to the charges developers provide to the City.

ii. Program Scan

The committee identified the current program table and recommended that program size and unique participants be added, and that clear definitions of the terms used are provided. It would also be useful to have information on the number of children using subsidy relative to community demographics.

b. Facility Relocation Update

Susanne updated the committee on facility relocation and that discussion at the City is still underway. The committee discussed that the timeline for relocation could look different depending on the City’s decision-making outcome and timing.

6. Board Recruitment & Nominations

Susanne flagged that an upcoming activity for the committee is the recruitment and nomination process and that the Personnel and Policy Committee will be sending out the Board Skills and Attributes Questionnaire soon. The findings will be shared with this committee to help set recruitment priorities. The committee discussed the recruitment and AGM timeline.

7. Annual Committee Work Plan

The committee reviewed the workplan and determined that it is on track.

8. Other Business

- None

APPLEGROVE COMMUNITY COMPLEX

Strategy & Finance – Draft Notes

October 18 at 6:30 p.m.

Present: Eadit Rokach, Jim Valentine (Chair)
Staff: Susanne Burkhardt, Jade Shulist (Recorder), Monica Vela
Guest: Chris Govern, MAS Consulting

1. Welcome

Jim welcomed everyone back from last meeting.

2. Notes from Sept 15 Meeting

No changes required.

3. Partnerships and Grants Update

a. Grants

Susanne reported that there were no updates since last meeting. In the next few months the Food Hub will submit an application to the Metcalf Foundation for organizational development. Applegrove has not yet had a grant from Metcalf.

b. Neighbourhood Food Hub

Susanne provided an update and will be going for tour - Jim would like to join. The church is clearing out their things and facility improvement are underway, including installing AC and video monitoring of entrances. Hydro will have to be turned off for a few days to support this. The Enabling Accessibility grant Applegrove helped apply for was received by the Church and will be used to install accessible bathroom.

COVID emergency funding for food bank box delivery has ended but need is still there. Jade is working with Club Sandwich, a local group, to take over the delivery of the food bank boxes to seniors with mobility issues along with sandwiches to local shelters, food banks, and identified food insecure buildings.

Madi and Daniel have incorporated and discussion about a longer-term partnership relationship between their organization and Applegrove have been taking place (vs a contractor relationship). Looking at options that fall within CRA guidelines. Susanne would like to engage a non-profit lawyer for advice and guidance, and to help draft a partnership agreement. Susanne asked for any connections people had. She has identified a pro bono law grant program at Maytree Foundation and contact them. The program is full but they will look into it and get back to her. Jim brought up that Applegrove would likely need to be represented on their board.

Food Hub is planning COVID-safe social mixers and Susanne will share details in case board members want to join.

c. Don Summerville

Jim highlighted demolition has started and there is lot of dust in the community. Susanne shared there will be a COVID-safe Demolition Event for tenants on October 28 with hoarding tours and crafts for kids. The Board will be invited to virtual holiday party to celebrate scholarship recipients. Through Don Summerville employment funds, Applegrove may host 1-2 more Don Summerville youth placements in program support worker roles.

4. Finance

a. YTD Financial Variance Report

Monica reviewed the financial variance report and answered questions. Monica explained the accrual system. The budget savings listed as salaries, benefits and program savings are accounted for. Monica and Susanne working to finalize new draft balance sheet template for the next board meeting. There is some data clean up required to complete it.

b. Sage

Monica shared that they are finding many issues and entries that need to be corrected from the old system, and that she and the consultant are working on this. Accounts Payable is ready. Taxes are working well and development of new reports is underway.

c. 2022 Draft Program Budget

Susanne provided an overview and answered questions. Programs were underspent this year due to COVID-19 but higher staffing and supply costs are expected next year. Other highlighted expense items include staffing cost increases and increased teen program costs couples with loss of a one-time grant for that program. The Neighbourhood Food Hub and NFH accounts for the higher budgeted revenue and expense numbers overall. The draft program budget will be presented to the board next week for discussion.

5. Organizational Planning

a. Strategic Planning Consultant

Chris Govern from Management Advisory Service Consulting (MAS) which provides pro bono services to non-profits in return for a donation, joined to present her process as a strategic planning facilitator and answer questions. The process includes a situation review, revisit of mission and vision, strategic positioning, strategy development and development of an operational plan that supports monitoring and reporting. The process takes place on Zoom and will include three 3-hour board planning meetings held one week apart. Pre-work including research and stakeholder consultation is done by the agency with some support from Chris, and will take approximately 6 weeks.

The committee will recommend to the Board that Applegrove secure her services for its strategic planning process. Next steps would be for Chris to meet with committee to set up dates, timing, and outline the process to start in new year.

b. DEI Consultant

Susanne shared an update that the DEI consultant should be available to start in the New Year. Committee will recommend to Board moving forward with her.

c. Facility planning

In late September Susanne participated in a briefing with senior management at Parks, Forestry and Recreation and Social Development, Finance and Administration. Discussion continues on the relocation options and related financial implications. Susanne is waiting to hear back on next steps, which will include briefing the councillor. There is currently no immediate deadline for confirming a relocation site as CreateTO has adjusted their process to enable a longer timeline.

6. Registration/CRM System update

Jade shared that the Cyber Risk Assessment Request and Privacy Impact Assessment documentation has been submitted to the City's Cyber Security Team (CISO) for review. Waterfront Neighbourhood Centre has chosen the same vendor and is at the same stage, so we are working together and sharing some tasks. We are waiting to hear back from CISO with implementation guidance and do not anticipate any major issues. The timing is not certain but we hope to hear soon so that the system can be installed for online registration use in January.

Jade and Susanne are working to update Applegrove's Privacy Policy and develop Breach of Privacy Procedures as part of this exercise. We are working with Legal to negotiate the cyber security tools to be included in the contract agreement and to confirm the notice of collection that users will need to agree in order to utilize the online registration. Planning for staff training and community outreach for the new system is underway. Jim highlighted that the system will provide a lot of data and the need to consider how that will/can be used.

8. Other Business

Susanne reported that the City is undertaking a pay equity exercise for unionized AOCC staff. This includes identifying positions that are female dominated and assessing them relative to comparators in order to identify wage gaps relative to gender. If/once wage gaps are identified it will mean increased wages for some positions and retroactive payments to some employees based on a timeline negotiated by the City and union. This process is expected to be completed next year. The cost for staff paid through the Admin Budget will be covered by the City, however it is not known whether the City will also cover the cost for Program staff.

Susanne will check in with everyone about meeting time to make sure it still works for everyone for the period of January to March.

Next Meeting

November 15 at 6:30

PROGRAM UPDATE

October 25, 2021

EarlyON

- Programming continues to be offered outdoors and online.
- Virtual programming remains on zoom and includes reading and sing song circle
- Instagram live offered each week
- Recorded sessions done each week by staff which allowed participants to view at their own leisure; much more popular option for families.
- Outdoor attendance has picked up since school started, with some new faces are there
- Virtual programming attendance lower due to screen fatigue and nicer weather.
- Staff will do 2 days indoor and 2 days outdoor programming as of Nov 1, plus some virtual.
- Budget submissions for 2022 due November 30.

Seniors

- Online programming includes – Yoga, Seniors social, Spanish, and workshops. Just added some in-person programming which includes walking, monthly movie, and tai chi.
- An outdoor event in September was well attended with music and games.
- We are working with OACAO and East End Community Health Centre (EECHC) on a new project called *Links2Well-being: Social Prescribing for Seniors*. It will let EECHC prescribe social activities at Applegrove for patients who are can benefit.
- A Social Service Worker placement student from George Brown College has started and will be working with the Seniors Program from September to April. Her name is Laura.

Afterschool

- Everything is going well at both programs and no additional news to report.
- Most programming is being done outdoors with the nicer weather
- The first PA day program is scheduled for mid-November.
- We are also in the process of polling parents to gauge interest in a holiday camp.

Helping our Babies Grow

- Program is going well. Nothing new to report.
- Participants were given their gift cards and a food box for Thanksgiving
- Program is well attended and new participants are inquiring about the program

Youth Program

- Offered in-person on Tuesday evenings from 6:30 – 8:30 in the Lounge
- Started after Thanksgiving and we have had some of our regular youth attend.
- Program staff are doing outreach and hope to draw some of the summer leadership youth to attend
- Queens University Ambassador Program reached out to provide some workshops for youth ages 11 – 13 and 13 to 16. Staff will work with a student representative who lived at Don Summerville to coordinate a workshop for the youth in mid-November.

NEIGHBOURHOOD FOOD HUB UPDATE

Sept 15 - Oct 15

Programming

Emergency Food Program: The Delivery Program has ended, transitioning to support for the Glen Rhodes Food Bank box deliveries via a new partnership with local group Club Sandwich.

Kitchen Use:

- Jasmin of Wild Heart Botanicals, a local farmer and food producer, has become the second long term user at the Food Hub kitchen. Jasmin is also working with staff from Applegrove and Greenbelt Markets to develop a program providing free childcare to single-parent chefs and food producers.
- Do Good Donuts has begun and continues regular activity in the newly commercially certified Food Hub kitchen. They have also begun training courses with youth experiencing developmental challenges.
- Club Sandwich, our newest partner will commence their operation in the kitchen starting at the end of the month, twice a week to prepare for their deliveries.
- *Good Food Market:* The Good Food Market has come to a close for the season as of this past Thursday (October 14th).

Upcoming Events/In-Planning

- **OCT 29:** First Monthly Mixer - To celebrate and as part of our engagement strategy, we'll be hosting three events over the coming months featuring local musicians, dinner, and drinks. Partners, prospective partners, volunteers, and community members will be invited to a maximum capacity of 50 (as per Public Health regulations). Proof of vaccination, masks and social distancing will be required.
- **NOV 26:** Monthly Mixer
- **DEC TBD:** Holiday Event

Program Development:

- **The NFH Community Microfarm** is a project funded through the Local Food Infrastructure grant and a grant from TD, and will equip the NFH with an indoor microfarm for the community to learn, grow and sell microgreens, led by local urban farmer Jessey Njau of [Zawadi Farms](#). The unveiling of the new space will take place in December with a week-long learning program open to the community to engage in planting, watering, harvesting and packing microgreens. The space will then become available to partners and community members looking to be incubated as a small farmer or business. Microgreens will be donated to the Glen Rhodes Food Bank as possible.
- **The NFH Kitchen Incubator** continues to grow with the kitchen in use 4 times per week. *The current program development objectives are focused primarily on ensuring the kitchen is fully booked with medium and long-term users by the end of October, with the kitchen in use 5 - 6 days per week.*

Facility

Greenbelt Markets and East End United continue to collaborate on aesthetic and placemaking transformation, creating functional work and production spaces at Glen Rhodes. These include:

- Removal of remaining EEU materials, effects and items (still in progress - spaces remaining are the periphery of the Sanctuary and the upper Balcony)
- Removal of obsolete Food Bank items e.g. tables, old chairs and detritus **(In Progress)**
- Transformation of the Barbara Christie Room into either hot desking room or childcare-focused room **(In Progress)**
- Painting of all rooms under majority Food Hub time of use
- Transformation of office space in the basement into meeting and work space **(pending)**
- Through funds provided by the Food Bank, a collapsible conveyor belt and off the shelf removable ramp to better load-in and load-out food deliveries **(Completed)**
- Installing Projection screen and white board provided by Applegrove **(Completed)**
- Air Conditioning is being installed with exception of the Sanctuary **(Completed)**. This means a Toronto Hydro upgrade with 2-day building shut down **(In Progress)**
- Space Use Agreement: A final draft agreement is complete. Once approved, public-facing promotions will begin for rentals. Professional photography has been taken of rental rooms

Partnerships

In following the new Post-Covid Work Plan for 2021 - 2022, the Partners Table is being re-engaged with in depth interviews by Madeline Chambers. The purpose is to garner feedback on how to provide greater value to Partners when they engage with the project, establish clear objectives for partnerships moving forward, and explore potential opportunities for collaboration.

Recent Partner/Donor Updates

- Partnership interviews/touchpoints continue, with partners starting to visit the space for tours, feedback, and brainstorming for collaborative opportunities.
- Fjallraven and Fresh City Farms have donated a large planter used to grow greens and vegetables at Fjallraven's flagship location, to be used for spring 2022 programming.
- Donor relationship with Lush Cosmetics is being pursued, first resulting in 200 litres of Agave Syrup. A delivery of organic honey is currently being pursued.
- Club Sandwich partnership and space use agreement is being settled this week. They are a grassroots organization that works with several Food Hub partners to deliver weekly sandwiches to those in need. They are looking to expand to seniors living at TCHC through the help of the Community Conveyor project and NFH.

Revenue Generation

- A large Trillium grant is being pursued by Greenbelt Markets to increase operational capacity.
- An application for a grant from the Metcalf Foundation is underway via Applegrove to provide additional support into 2022.
- Potential space users are being considered. These include Girl Scouts, Rooks to Cooks and Leslieville Farmers Market vendors as they transition to winter operations.
- We continue to advance the space and revenue sharing protocols with EEU e.g. when one partner wants to book space during a time period that is allocated to the other partners. Examples include use of the church as a polling station and for funerals.

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

October 25, 2021

This virtual meeting is open to the public. Members of the public who wish to are asked to contact Susanne Burkhardt, Executive Director at sburkhardt@applegrovecc.ca in advance.

To join by Zoom: <https://us02web.zoom.us/j/82524774146?pwd=TTZUN211eTcrQUFVK0tzQjZ3bXdOQT09>

To join by phone: Call 647-374-4685 or 647-558-0588

Meeting ID: 825 2477 4146

AGENDA

8:30

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of September 20 Board of Management Meeting (*attached*): to be accepted

8:35

- D. Personnel Committee (*draft October 18 notes attached*)

8:45

- E. Pay Equity: for information
- F. City of Toronto Cybersecurity Risk Assessment: for information

8:55

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

9:00

- G. Adjournment

Next Meetings and Events

November 29 Board Meeting 7 p.m.

December 9 Virtual Community Holiday Event



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"TOGETHER, BUILDING OUR COMMUNITY"



Minutes of the Board of Management Meeting September 20, 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, Andre Riolo, Trustee Jennifer Story
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 July 12 Board of Management Meeting

MOTION (Lim-O'Brien/Valentine)

To accept the minutes of July 12 Board of Management Meeting.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach – yes

D. Personnel and Policy Committee

Susanne provided an overview of the committee notes. She shared that the bookkeeper resignation has catalysed a staffing model review and that the City is supporting her in the exercise. In the meantime the Projects Coordinator and Finance Manager will work additional hours. Susanne shared that Applegrove is implementing the City's Vaccination Policy. The deadlines are September 30 and October 31 respectively for first and second dose vaccinations. After these dates it becomes a disciplinary issue with support from Labour Relations. Susanne also shared that vaccinations are not mandatory for Board Members at this time as the City is still determining its approach for appointees. At this point the policy does not apply to the contracted Food Hub staff. Provincial requirements will apply however, as the Food Hub hosts meetings and events.

MOTION (Rokach/Munn)

To receive the City's Mandatory Vaccination Policy for information and acknowledge its application as described to Applegrove employees, volunteers and students.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach - yes

MOTION (Rokach/Munn)

To accept the Personnel & Policy Committee meeting notes as presented.

Carried

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach - yes

E. Executive Director's Report

Many of the items in the Executive Director's Report has been covered in the meeting.

F. Next Board Meeting Date

October 25 but may be sooner if needed for more facility discussion.

G. Correspondence & Information Received

H. Adjournment

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

Recorded Vote:

Law – yes

Valentine – yes

McNab – yes

Hodgson – yes

Lim-O'Brien – yes

Munn – yes

Abdo – yes

Rokach - yes

Chair

Secretary



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"TOGETHER, BUILDING OUR COMMUNITY"

Personnel & Policy Committee

Draft Meeting Notes

October 18, 2021 - 5:00 pm

Present: Tim McNab, Susan Munn

Staff: Susanne (recorder)

1. Notes from September 13 Meeting

All follow up actions to be addressed through today's meeting agenda items.

2. Staffing

a. Human Resource Planning

Susanne reported that she met with strategic human resource staff at the City. They reviewed the organization's organizational structure and staffing needs and identified strategies to develop Applegrove's staffing model over time to support organizational stability, effective management, staff opportunity and retention, succession planning and risk management. This would involve working toward creating new roles at both the management and program levels and will be impacted by the anticipated facility relocation process. Committee members agreed with the proposed approach, which is in line with appropriate human resource and management practices. Susanne will continue to update the committee.

b. Supervision Meeting Form

The committee reviewed the form and noted that the frequency of supervision meetings (every 1-2 months) exceeds what is generally practiced in workplaces.

c. Pay Equity

Susanne reported that the City is undertaking a pay equity exercise for unionized AOCC staff. This includes identifying positions that are female dominated and assessing them relative to comparators in order to identify wage gaps relative to gender. If/once wage gaps are identified it will mean increased wages for some positions and retroactive payments to some employees based on a timeline negotiated by the City and union. This process is expected to be completed next year. The cost for staff paid through the Admin Budget will be covered by the City, however it is not known whether the City will also cover the cost for Program staff.

2. Management Overtime & Workload

Members of management continue to manage their time to ensure that they do not accumulate excessive lieu or vacation time, however this remains a significant challenge due to their current workload.

3. Policy

a. *Vaccination Policies*

Susanne reported that all staff are in compliance with the City's Vaccination Policy, and that the TDSB Vaccination Policy also requires vaccination for staff and "frequent visitors". Provincial proof of vaccination is not currently applicable at Applegrove as in-person programming is limited but is happening at the Food Hub. The TDSB also requires proof of vaccination from permit holders for participants over age 12 – this applies to the after school and teen program.

b. *Records Retention Policy*

The committee reviewed the draft policy. It was noted that when developing policies, Applegrove should ensure that they meet a practical purpose and minimize the administrative burden created to what is essential.

c. *Upcoming Policies*

- i. Privacy Policy – This policy is from 2009 and will be updated to reflect current City standards.
- ii. Food Hub Use of Space Policy – This has been drafted and is being tested with a Do Good doughnuts. It is a key policy for food hub operations and will come to the committee for review next month.

4. Board

a. Board Orientation

Based on the response from new board members, the Applegrove 101 orientation will not take place this year. New board members from this year will be invited to participate next year.

b. Board Skills & Diversity Assessment

The committee reviewed and approved the final draft. Susanne will circulate the questionnaire to the Board and consolidate the results for review at the next committee meeting.

c. Board Self-Assessment

Susanne provided an overview of the draft questionnaire. The committee confirmed that the questionnaire should be anonymous and that a detailed survey should be done every 2 years, with a simpler check on alternating years. This ensured that each board member will do the detailed survey once during their two year term. Committee members will review the questions and provide feedback to Susanne.

5. Annual Work Plan

Committee members will review this independently.

6. Other Business

- a. Susanne updated that she was contacted by OMERS which is exploring the possibility of eligibility for non-full-time employees.
- b. Susanne will schedule meetings on the same date and time for January to March.

Next Meetings – November 15, December 13

Applegrove Community Complex
Correspondence / Information Received
 October 2021

From (Date Received)	Regarding	Action(s)
City of Toronto (Sept 2021)	Bike Lane Installation Notice #1 re. painting shared lane markings and contra-flow bike lanes on Woodfield Road, and traffic signal work. Phase 1 will go from Fairfield Ave, to Queen St, Phase 2 will take place in spring 2022 and will go from Queen St to Lake Shore Blvd. This is part of the City's Cycling Network Plan.	R&F
City Clerk (Oct 5, 2021)	Notice of October 14 Toronto and East York Community Council meeting, at which TE28.8 – 954, 956 and 958 Broadview Ave. and Chester Hill Road – Official Plan and Zoning Amendment Application will be discussed. To present to Community Council call 416-392-7033 or teycc@toronto.ca by 12pm on Oct. 13.	R&F
City Clerk (Oct 13, 2021)	Notice of intention to designate the property, including lands, building, and structures on 537 Broadview Avenue as a property of cultural heritage or value under Part IV of the Ontario Heritage Act.	R&F
City Clerk (Oct 13, 2021)	Notice of Public Meeting, to update the definitions of Affordable rental housing and affordable rents; affordable ownership housing; and mid range rents. October 28, 2021 at 1:30 by video conference.	R&F
City Clerk (Oct 13, 2021)	Notice of Public meeting to discuss the Official Plan Amendment and Zoning By-law Amendment which will introduce new requirements for inclusionary zoning pursuant. October 28, 2021 9:30 am by view conference.	R&F
City Clerk (Oct 19, 2021)	Notice of applications under the Planning Act for 682, 686, 688, 720, 740 and 742 Broadview Avenue.	R&F
City Clerk (Oct 20, 2021)	Notice: The City adopted Bylaw 836-2021 on Oct. 4 with respect to the Toronto Community Improvement Plan for the Renovation and Rehabilitation of Commercial and Industrial Properties. To appeal to the Ontario Land Tribunal a notice of appeal must be filed to the City Clerk by Nov. 8, 2021.	R&F

**R&F = Receive and File*